P Chandra Sekhar Reddy

8886884982, chandrasekharreddy399@gmail.com

3-6-524/2/A, Himayat Nagar, Hyderabad



**Career Objective**

Seeking a position with a dynamic organization where I can learn as well as contribute to the growth of the organization with my skills.

**Educational Qualification**

* Completed ICWA INTER GROUP-1 in August 2018
* M B A (Finance) from Sri Venkateswara University in 2017
* B.com from Yogi Vemana University in 2014
* Board of Intermediate, Narayana junior college in 2010
* S.S.C: Viswam Talent School in 2008

**Working as Paid Assistant at Hiregange and Associates from Apr2020**

**Job Responsibilities**

* Filing Monthly GSTR-1 and GSTR-3B
* Filing Monthly GST-TDS Returns
* Preparing GSTR-9
* Preparing Responses to notices
* Preparing month end reports for clients.
* Reconciliation of Purchase Register with GSTR-2A
* Liaising with internal and external parties to identify and resolve issues in relation to Indirect Tax compliance matters.
* Vouching of Invoices to ensure the correctness as per GST rules.

**Worked as Compliance Executive at Karvy Data management Services Ltd (Dec 2019 to Mar 2020)**

**Job Responsibilities**

* To cater to client requirement for monthly, quarterly and annual Indirect tax filing

solutions.

* Filing Monthly GSTR-1 and GSTR-3B
* Filing Monthly GST-TDS Returns
* Preparing GSTR-9 and 9C
* Preparing Responses to notices
* Providing Monthly GSTR-2A Reports
* Reconciliation of Purchase Register with GSTR-2A

**Worked as Paid Assistant at P RAVI & CO (July 2017 to Oct 2018)**

**Job Responsibilities**

* Filing Individual Tax Returns, Tax Audits.
* TDS Returns and Corrections.
* GST Registrations, Returns and Audits
* ROC Filings

 **Achievements & Extra Curricular Activities**

* Organized BIZBEAM a National level Management Event– in my MBA

**Academic Project**

**Project Title :**INVENTORY MANAGEMENT

**Duration :** 45 Days

**Venue :** Zuari Cement Limited

**Technical Skills**

* Packages : MS Office, Tally ERP

**Personal Details**

Date of Birth : 18/03/1992

Father Name : P. Somi Reddy

Sex : Male

Marital Status : Single

Languages Known : English, Telugu, and Hindi

Nationality : Indian

Hobbies & Interest : Listening Music, Playing cricket

**Declaration**

I hereby declare that the above particulars are true and correct to the best of my knowledge.

Place:

Date: (Chandra Sekhar Reddy)