

# RESUME

KEERTHI K

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## Career Objective

To be part of a challenging business environment and contribute towards building values to the organisation. And to be associated with a progressive organization that gives scope to apply my knowledge and skills and to be a part of them that dynamically works to works that growth of the organization.

## Professional Qualification

- **MBA in Finance**

## Details

| Examination     | Level                      | Term          | Percentage Obtained |
|-----------------|----------------------------|---------------|---------------------|
| <b>MBA</b>      | <b>2<sup>ND</sup> Year</b> | December 2020 | 70%                 |
|                 | <b>1<sup>ST</sup> Year</b> | Feb 2018      | 69%                 |
| <b>The ICAI</b> | <b>Articleship Exam</b>    | August 2019   | 60%                 |
|                 | <b>IPCC Group 1</b>        | May 2016      | 62%                 |
|                 | <b>CPT</b>                 | December 2014 | 51.5%               |

## Academics

| Examination            | Term      | University/Board                     | Percentage Obtained |
|------------------------|-----------|--------------------------------------|---------------------|
| <b>B.Com (General)</b> | 2013-2016 | Osmania University                   | 57.3%               |
| <b>Inter (MPC)</b>     | 2011-2013 | Board of Intermediate                | 63%                 |
| <b>School</b>          | 2001-2011 | Central Board of Secondary Education | 58%                 |

## WORK EXPERIENCE

### Professional

| <b>CA FIRM</b>                              |                         |
|---|-------------------------|
| <b>PRV ASSOCIATES CHARTERED ACCOUNTANTS</b> |                         |
| <b>Designation</b>                          | <b>Article Assitant</b> |

### Articles ship

PRV ASSOCIATES

03-03-2017 to 29-02-2020

### Areas of work handled as Article Assistant

- Having knowledge and pratical experience in Tally ERP9, Genius Software
- Preparation of TDS Returns, Professional Tax Calculations
- Preparing & Filing of Income Tax Returns and GST Returns
- Preparation of Bank Reconciliation Statements

**SKILLS**

- Accounting, MS Office
- Personality skills
- Leadership qualities
- Team work, Time management

**STRENGTHS**

- Flexible and adaptive
- Self Motivated, Hard working Honest
- Positive attitude
- Good team player

**PERSONAL DETAILS**

**Father's Name** : K Samuel Thomas  
**Date of Birth** : 28-09-1995  
**Languages Known** : English, Hindi & Telugu  
**Interests** : Having good patience, Self confidence  
Listening to music, Watching Movies  
**Address** : HNO. 3-9 Gandhinagar Parvathapur Medipally Uppal  
Hyderabad- 500098.

**Declaration**

I hereby declare that the details provided are correct and I take full responsibility for those furnished above.

**PLACE:** Hyderabad

**DATE:**

**SIGNATURE**  
**(KEERTHI K)**