PUSHPALATHA.P

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# CAREER OBJECTIVE

Aiming at constant up-gradation, both professionally as well as personally, in my career, with emphasis on the organization’s success through my hard work. I want to work in a challenging environment and derive professional satisfaction there from.

# Professional Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Institute | Year | Percentage |
| C A Final | The Institute of Chartered Accountants of India | May 2016 | 53.00% |
| CWA Inter | The Institute of Cost and Management Accountants  of India | Dec 2015 | 51.75% |
| CA- IPCC | The Institute of Chartered Accountants of India | Nov 2011 | 54.86% |
| CA- CPT | The Institute of chartered Accountants of India | Dec 2010 | 78.00% |

# Academic Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Board | Year | Percentage |
| XII | C B S E | 2010 | 78.00% |
| X | C B S E | 2008 | 92.40% |

# Career Profile

* Working as an AGM (F& A) in M/s. Benita Industries Limited from Aug 2018.
* Worked in M/s. Virtusa Technologies India Private Limited as the Consultant-finance in GL Team from Nov 2016 to Apr 2018.
* Worked for 3 years from March 2012 to March 2015 in V S P N and Co.- Chartered Accountants Firm, Hyderabad as an Article Assistant.

# Major responsibilities handled

1. **Experience AGM (F & A) M/s. Benita Industries Limited**

08/2018 to 08/2020

* Involved in the books Finalization process and preparation of the Group financial statements.
* Dealt with the calculation and Analysis of Depreciation Part.
* Handled the GST Registrations and filing of the monthly returns of the companies.
* Responsible for quarterly management accounts/6-month profit statements and forecasts for clients.
* Performed analytical review on all formats of reporting, with particular focus on trend analysis and ratio Maintenance.
* Responsible for managing teams of accountants on both audit and accounts preperation.
* Handled the Preparation and Filing of E-TDS returns of Corporate.
* Preparation of Corporate and personal tax returns.

**2. Experience Consultant M/s. Virtusa Technologies India Private Limited**

11/2016 to 04/2018

* Preparing monthly journal entries including accruals, monthly adjustments and write-offs in compliance with the applicable standards.
* Assist with the month-end, quarter-end and year-end close including responsibility for successful close of assigned entities.
* Preparation of monthly management accounts of assigned entities
* Assist in maintenance of documentation of policies, procedures and controls.
* Work closely with other team members to effectively manage workload and gain exposure to multiple finance.
* Provide general ledger support for business users of the general ledger and reporting system.
* Worked on the Expenses trend analysis.

# Computer Literacy

* Have an Enough Experience in the Oracle Software.
* Computer Training of 100 hours recommended by ICAI covering Basics of Computers, Microsoft Tools,

Tally, Internet, etc.

* Have an experience in Focus.
* Hands on experience in Office packages like Word, Excel, Power Point.

# Personal Details

**Father's Name :** Ramaraju. P

**Date of Birth :**  10thJuly 1992

**Gender :** Female

**Marital Status** **:** Married

**Languages Known :** English, Hindi, Telugu and Kannada.

**Hobbies :** Travelling, Reading Books and Watching Movies.

I do hereby declare that the above information given by me is true to the best of my knowledge and belief.

Sd/-

**Place: Hyderabad**  **Pushpalatha P**