**D RAVI TEJA**

[ravi96.teja@gmail.com](ravi96.teja%40gmail.com)  **M: 9959739034**

Intend to acquire a position with adequate opportunities where I can dedicatedly render my skills those required for the rapid growth of the organization and also helps me grow professionally.

**WORK EXPERIENCE**

**Executive**

**BSR & Co LLP (04/2017 – 03/2020)**

1. Billing of invoices based on Service Level Agreements (SLA) and tracking them till payments (ageing analysis) and application.
2. Liaison with requisite departments for orders and quotations.
3. Maintain risk profile of various clienteles and raise flags to concerned teams as and when necessary
4. Proficient with GST compliances (GSTR-1, GSTR-3B, GSTR-9, GSTR-9C) and Service Tax (ST-3) compliances.
5. Possess working knowledge of regular compliances under STPI Scheme (like Annual Performance Reports, Quarterly Performance Reports, Monthly Performance Reports, SOFTEX, SERF)
6. Familiar with obtaining of registrations under various statues like GST, VAT, Professional Tax, Software Technology Parks of India (STPI) etc.
7. Experienced with refund procedures under Service Tax and GST regimes.
8. Assisted clientele with filing of monthly returns under Value Added Tax (VAT) and Professional Tax.
9. Assisted clientele with respect to Merchandise Export from India Scheme (MEIS), Service Export from India Scheme (SEIS), and Export Promotion Capital Goods (EPCG) schemes as per the Foreign Trade Policy and successfully obtained the benefits.
10. Possess good working knowledge in Due Diligence assignments
11. Good exposure in drafting replies to departmental notices, appear before judicial authorities for subject matters and liaison for adjudicating orders.
12. Experience in performing Health Check assignments.
13. Familiar in assisting clientele with filing of requisite forms with Special Valuation Branch (SVB) as per Customs Law.
14. Worked on impact assessments for clientele of manufacturing and service sectors from GST perspective.
15. Assisted clientele with opinions in confirmation with respective statues.

**Article Trainee**

**Kumar and Giri Chartered Accountants (08/2016 – 03/2017)**

1. Experienced with filing of Income Tax Returns for all types of persons.
2. Familiar in filing of ROC forms as per Companies Act 2013.
3. Possess abstract knowledge of TDS & TCS and have strong accounting knowledge.
4. Acquired critical skills in respect of Accounting and Book Keeping services (Tally ERP).
5. Actively involved in verification procedures as part of annual statutory audit.

**EDUCATION**

|  |  |
| --- | --- |
| CA FinalICAIAppeared for exams - 11/2020 | B.Com (Honors)Osmania University2014 – 2017 (80%) |
| CA IPCC (CA Inter)ICAI11/2016 – 372 | IntermediateBoard of Intermediate Education2012 – 2014 (95%) |
| CA CPTICAI06/2014 – 133 | S.S.CBhashyam High School2011-2012 (CGPA – 9.7) |

**AWARDS / ACHIEVEMENTS**

**Kudos Award – BSR & Co LLP (06/2018)**

The award was received for showing critical commitment and positive attitude under pressure in respect of high profile assignments.

**The Best Student Award – Osmania University (08/2015)**

Secured 1st Rank in Quantitative Techniques paper during the academic year 2014 – 15

**PROJECTS / PAPERS PRESENTED**

**Determinants of Dividends of Indian Pharmaceutical Companies (01/2017 – 03/2017)**

[**https://pezzottaitejournals.net/pezzottaite/2017\_IJAFMP\_PAGE\_OF\_CONTENTS\_V6N1\_JANUARY\_MARCH.php**](https://pezzottaitejournals.net/pezzottaite/2017_IJAFMP_PAGE_OF_CONTENTS_V6N1_JANUARY_MARCH.php)

**ADDITIONAL INFORMATION**

**Computer Skills:**

* Strong working knowledge of MS Office ( 5 years)
* Tally ERP 9.0 ( 2 years)
* Typewriting – 40 wpm (2 years)

**Strengths:**

* Proven ability to meet stringent deadlines and prioritize workload by time management.
* Strong communication and interpersonal skills and good team player.
* Ability to present research findings to team members and senior leaders.