

CURRICULUM VITAE

LINGA REDDY.C

E-Mail: chital.lingareddy@gmail.com

Contact No: +91- 9164456785

Career objective

To Work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

Educational Qualification

CA	Pursuing from Institute of Chartered Accountants of India (ICAI).
BBA	Completed from Karnataka University Dharwad, Karnataka Aggregate Of 63.18% In 2014.
Class XII	Completed from Karnataka Pre University Board With 64% In 2011.
Class X	Completed from Karnataka State Secondary Education Board In 2009.

Work Experience

- Worked as an Accounts Executive in UNIQUE RECEPIES FOOD GROUP, Jubilee Hills, Hyderabad, Telangana.
- Worked as an Article / Audit Trainee for 3 years at B. K. ANIL KUMAR & CO., CHARTERED ACCOUNTANTS, Bellary, Karnataka.

Responsibilities includes:

- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports. for monthly/quarterly financial closing activity in close co-ordination with business and accounting teams.
- Partnering with various accounting and finance vertical (Accounts Payable/Accounts Receivable) to ensure procedures and controls are routinely applied whilst performing accounting and operation.
- Vouching of Various Books Like Purchase Book, Sales Book, Stock Ledger & Cash Book, Journal Book.
- Timely Calculation & filing of income Tax returns for various firm & Company's GST and TDS.
- Represented the Firm on A Variety of Audit Assignments Comprising of Statutory Audit, And Internal Audit of Small & Medium Sized Companies, Trust & Partnership Firm.
- Verified Internal Controls and Carried Out Internal Audit, Providing Suggestions for Improvement of The Same.
- Exposure in Bank Audits & Preparing Project Reports.
- Physical Stock Take and Valuation as On the Year End in Accordance with Accounting Standard Issued By ICAI.
- Good Exposure of Tax Audits Under Section 44AB Of Income Tax Act,1961
- Analysis of Draft Financial Statements Including Notes to Accounts.
- Preparing for Documentation Required for Scrutiny Assessment and Attending for The Assessment.

Technical skills	<ul style="list-style-type: none"> ➤ Proficient in business application Software viz. MS-Word, MS-Excel, MS-PowerPoint, etc., ➤ Completed Diploma in Computer Application [MS-Access, Tally] ➤ Working knowledge of financial accounting package – Tally. ➤ Working knowledge of online tax return filing software – Winman.
Certification & projects	<ul style="list-style-type: none"> ➤ Business Correspondent & Business Facilitator from National Skill development Corporation India (NSDC). ➤ Completed Diploma in Computer Application [MS-Access, Tally] ➤ Liquidity position thought ratio analysis in finance at Met-flow Controls Pvt Ltd – Hubli.
Extracurricular activities	<ul style="list-style-type: none"> ➤ Participated in “Marketing” event of INCAEDUM, Inter College Management fest. ➤ One of the organizers of “AVENTURA” -12. ➤ Participated in “Tree Branching” event of INCOGNITO - 12, Inter College Management fest. ➤ Secured first position in “HIT- Wicket” (Sports Forum) Event of NISHKARSH -13. ➤ One of the organizers of AVISHKAAR – 13. ➤ Organized PRAYAS - 12 and 13 (Needing basic facility to Poor Children like books and Clothes).
Summary of strengths	<ul style="list-style-type: none"> ➤ Honest and highly motivated. ➤ Highly adaptable and quick learner. ➤ Good Communication and coordination skills. ➤ Accepting the challenges with positive attitude. ➤ Self-starter with abilities to set priorities.
Hobbies	Playing Football, Cooking, Agriculture Farming and Listening to music.
Personal assets	<p>My strength may be marked with three words: -</p> <ul style="list-style-type: none"> • Integrity • Innovation • Initiative <p>These are the three mantras with which I work.</p>
Personal details	<p>Date of Birth : 12th July 1993</p> <p>Father's name : Mr. Pampa Reddy . C</p> <p>Languages known : English, Hindi, Kannada Telugu, & Tamil.</p> <p>Permanent address : #1573 Near Panduranga Temple , Siddamma Halli, Bellary -583115.</p>

I hereby declare that all the information given above is true to the best of my knowledge.

Date :

Place:

(LINGA REDDY.C)