

## **DODDIKADI VENKAT RAGHURAM**

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### **CAREER OBJECTIVE:**

Always considered to be erudite professional among my colleagues and friends. My understanding of audit, finance and accounts enables me to think holistically, learn faster and perform better. By capitalizing on my CA Articleship experience, post articleship experience and strong analytical skills, I seek to be a dedicated finance professional and aspire to join an organization that provides me with adequate challenges and opportunities to grow as a person while applying my knowledge, skills and innovativeness towards the fulfillment of the organization goals.

### **PROFESSIONAL QUALIFICATION: PURSUING CHARTERED ACCOUNTANCY COURSE**

<b>Year</b>	<b>Level</b>	<b>Board/University</b>	<b>Performance</b>
May 2013	CA – IPCC	Institute of Chartered Accountants of India	52%
Dec 2011	CA –CPT	Institute of Chartered Accountants of India	75%

### **EDUCATIONAL QUALIFICATION:**

<b>Year</b>	<b>Course</b>	<b>Board/University</b>	<b>Performance</b>
2014	B.Com	Osmania University	60%
2011	Class XII ( Intermediate)	Board Of Intermediate Education, AP.	88%
2009	Class X (SSC)	Board of Secondary Education, AP.	86%

### **PROFESSIONAL EXPERIENCE:**

- Completed 3 years of CA articleship at M/s Y.Tirupathaiah& co, Chartered Accountants, Hyderabad
- Worked at Fortune Consulting Services from October 2018 to November 2019 for a period of one year.
- Worked at Kovvuri Niteesha & Associates from December, 2019 to till now

### **Major areas of Exposure**

#### *Accounting:*

- ❖ Maintenance of Day to day books of accounts.
- ❖ Preparation weekly, monthly, Quarterly reports and Financials Statements periodically to know the Progress/Growth of the Company.
- ❖ Preparation of Balance sheet, Profit & Loss account, Cash Flow statement and Notes to accounts.
- ❖ Review of Purchases, Sales, Journal vouchers periodically.
- ❖ Ledger scrutiny, preparation of bank reconciliations (BRS).
- ❖ Preparation of Excise, Service Tax, Vat and GST Reconciliations .
- ❖ Review of the approval authority and the process for the payments.
- ❖ Physical verification of cash and reconciling with the books.
- ❖ Checking of the Debtors\Creditor Credit\Debit balances outstanding since long period and reconciling same by finding the cause for such.
- ❖ Training the employees on posting entries and preparation of the Financial Statements.
- ❖ Finalizing the Books of accounts.

#### *Audit:*

- ❖ Concurrent audit, Revenue Audit of Bank of Government Owned Bank, stock Audits on behalf of different Banks.
- ❖ Concurrent Audit of Units of Electricity Distribution, Transmission Company.
- ❖ Devote a time in Statutory Audits of various companies.
- ❖ Involve and preparation of tax audit reports.
- ❖ E-Filing of Income Tax returns, TDS Returns, GST returns.
- ❖ Handling the Government Tax Department Audits like Central Excise Audit by Central Excise Auditors.
- ❖ Handling Quarries and Notices issued by the Tax authorities like Commercial Tax office, Central Excise and Service Tax and GST.

#### *ROC:*

- ❖ Preparation of various Resolutions as per companies acts 2013.
- ❖ Filing of relevant forms with ROC as per Companies Act 2013.
- ❖ Preparation of annual report and filing with the ROC.

#### *Tax assessments:*

Involve and contribute for various tax assessments from Income Tax and GST department.

#### **INFORMATION TECHNOLOGY & SOFT SKILLS:**

- ❖ Having working knowledge in MS Office and various accounting packages like Tally and able to understand any accounting package quickly.
- ❖ Certified with Information Technology Training conducted by Southern India Regional council of ICAI.
- ❖ Completed General Management and Communication Skills Course organized by Southern India Regional Council of ICAI.
- ❖ Certified with (AICITSS) Advanced Information Technology Training conducted by Southern India Regional council of ICAI.
- ❖ Completed (AICITSS) Management and Communication Skills Course organized by Southern India Regional Council of ICAI.

#### **PERSONAL INFORMATION:**

Date of Birth	:	28 May 1993
Father's Name	:	D Srinivas
Languages known	:	English, Hindi , Telugu& Kannada.
Nationality	:	Indian
Marital Status	:	Single
Residential Address	:	Chandha Nagar ,Hyderabad

#### **DECLARATION:**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Date :

Place: Hyderabad

(Signature)