

## CURRICULUM VITAE

**LINGA REDDY.C**

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### 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.

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