

# RESUME

KEERTHI K

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## Career Objective

To be part of a challenging business environment and contribute towards building values to the organisation. And to be associated with a progressive organization that gives scope to apply my knowledge and skills and to be a part of them that dynamically works to works that growth of the organization.

## Professional Qualification

- MBA in Finance

## Details

Examination	Level	Term	Percentage Obtained
MBA	2 <sup>ND</sup> Year	December 2020	70%
	1 <sup>ST</sup> Year	Feb 2018	69%
The ICAI	Articleship Exam	August 2019	60%
	IPCC Group 1	May 2016	62%
	CPT	December 2014	51.5%

## Academics

Examination	Term	University/Board	Percentage Obtained
B.Com (General)	2013-2016	Osmania University	57.3%
Inter (MPC)	2011-2013	Board of Intermediate	63%
School	2001-2011	Central Board of Secondary Education	58%

## WORK EXPERIENCE

### Professional

CA FIRM	
PRV ASSOCIATES CHARTERED ACCOUNTANTS	
Designation	Article Assitant

### Articles ship

PRV ASSOCIATES

03-03-2017 to 29-02-2020

### Areas of work handled as Article Assistant

- Having knowledge and pratical experience in Tally ERP9, Genius Software
- Preparation of TDS Returns, Professional Tax Calculations
- Preparing & Filing of Income Tax Returns and GST Returns
- Preparation of Bank Reconciliation Statements

## **SKILLS**

- Accounting, MS Office
- Personality skills
- Leadership qualities
- Team work, Time management

## **STRENGTHS**

- Flexible and adaptive
- Self Motivated, Hard working Honest
- Positive attitude
- Good team player

## **PERSONAL DETAILS**

**Father's Name** : K Samuel Thomas  
**Date of Birth** : 28-09-1995  
**Languages Known** : English, Hindi & Telugu  
**Interests** : Having good patience, Self confidence  
Listening to music, Watching Movies  
**Address** : HNO. 3-9 Gandhinagar Parvathapur Medipally Uppal  
Hyderabad- 500098.

### **Declaration**

I hereby declare that the details provided are correct and I take full responsibility for those furnished above.

**PLACE:** Hyderabad

**DATE:**

**SIGNATURE**  
**(KEERTHI K)**