

# Sai Naga Sowmya K

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## CAREER OBJECTIVE

Seeking Job in an organization where I can grow in terms of knowledge, skills and attitude and put to an effective use my analytical abilities and professional competence in the areas of Accounting and Taxation so as to align self-development with organizational development.

## PROFESSIONAL EXPERIENCE

**Current organization** : Rambabu Kalangi & Associates (Chartered Accountant Firm)

**Designation** : Accounts Executive

**Experience** : 01/04/2018 to 31/08/2020

### Responsibilities:

- maintenance of Books of Accounts in Tally by posting day-to-day entries
- Preparation of monthly branch wise profit and loss account as a MIS to management.
- Handling of Day to day bank operations (NEFT, RTGS, Demand Draft, etc..)
- Accounting for payroll including PF & ESI in books of account.
- Accounting of fixed assets, TDS, Sales & purchase invoices in books of accounts.
- GST Registrations.
- GST Returns – Quarterly, Monthly, Reconciliations.
- Performing Vouching and Verification

## ACADEMIC PROFILE

Bachelor of Commerce	Kakathiya University
Intermediate	Board of Intermediate, Telangana
10 <sup>th</sup>	CBSC

## TECHNICAL SKILLS SET

- GST Filings
- Proficient in Tally ERP Accounting Package.
- Knowledge in MS Office (Excel, Word)
- Basic Knowledge of Income Tax

## PERSONALITY TRAITS

- Inter & Intra personal relation.
- Sense of Adaptability.
- Presentation skills, Hardworking, Ability to learn and Mingle in new environment

## HOBBIES

- ListeningMusic
- Playing Chess.

## PERSONAL PROFILE

**Name** : Sai Naga Sowmya K

**Father's Name** : K. Rama Rao

**Mother's Name** : K. Vani Saraswathi

**Date of Birth** : 8th April 1996

**Marital Status** : Single

**Languages known** : English, Hindi & Telugu

**Address** : Flat # 107, Narasimha Residency  
Krishnaveni Nagar, Road#2, Moula  
Ali, Hyderabad-500040.