

**Candidate Name:** MARADANA SIVA

**Phone:** +91 9491933304

**Email:** shivamaradana@hotmail.com

## **CAREER OBJECTIVES**

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Seeking challenging assignments in the domain of Accounts, Finance, Auditing & Taxation, business management with growth oriented organization where I can utilize my professional knowledge by seeking opportunities for professional growth and advancement and to contribute towards organization's goals

## **WORKING EXPOSURE**

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Working as an internal auditor for **Gland Pharma Ltd (Unit – I & Unit – II), Duvvada location & Unit – III JN Pharmacity location** from September – 2021 to till the date under assistant of **Y RAGHURAM & CO.** Chartered accountants.

Worked as an Executive in accounts department for Royal Furniture's from February – 2017 to December – 2018.

### **Job Responsibilities:**

- Review of purchase & Sales accounts
- Compiling and verify data and Filling of GST returns and payment the taxes
- GSTR-2A Reconciliation with books of accounts
- Bank interest calculations for CC accounts and term loans and reconciliation with books of account
- Verification of sale invoice and purchase invoice along with Orders
- MIS reports based on management requirement
- Co-ordination with internal and statutory auditors and solve the audit issues & providing Required information
- Filing of income tax returns for Individuals
- Payment verifications, Review & Reconciliation of AR & AP
- Stock audit and internal audits
- Reconciliation of Ledger accounts
- Support to finalization of balance sheet of Company
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**Responsibilities:** Efficiently worked as Audit Assistant, and worked as an effective team member for handling the Indirect Tax, Tax Audit, Statutory Audits assignments and various consulting roles.

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## **Highlights:**

### **Indirect Tax consultancy**

- Preparation of returns and filling of returns under various indirect tax laws like GST, Excise, VAT, CST, Customs duty calculations etc.
- Compliance with Provisions of Indirect Tax laws.
- Compliance with various sections, rules of GST Act amended from time to time.

### **Tax Audits**

- Preparation of Form **3CA**, **3CB** and **3CD** reports.
- Compliance with TDS Provisions
- Compliance with various sections of Income Tax Act mentioned in Form3CD.
- Compliance of various provisions of Income Tax Act which are those applicable to Individuals, firms, Companies and to Trusts or to Societies.

### **Other Ancillary Activities**

- Responsible for book keeping, file & documents maintenance, maintenance of accounts, finalization of books for audit
- Preparation of Income computations of various assesses and filing of income tax returns.
- Planning and execution of various statutory audit procedures including vouching of income and expense items, obtaining debtors, creditors and bank balance confirmation, various logic tests, etc.

## **COMPUTER LITERACY**

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- Good Knowledge in
  - MS Excel,
  - MS Word,
  - MS Power point
  - TALLY ERP

## **ACADEMIC QUALIFICATIONS**

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<b>Qualification</b>	<b>Institution</b>	<b>Year of Passing</b>	<b>% Marks</b>
POST GRADUATION in M.COM	Chandigarh University	Pursuing	---
ICWAI-INTER	ICWAI(CMA)	Pursuing	---
B.COM	GITAM UNIVERSITY	Dec – 2019	7.3 CGPA
C.A – Intermediate	ICAI	Pursuing	---
XII	Board of intermediate education, AP	2010	61%
X	Board of Secondary education, AP	2008	80%

## **HOBBIES AND AREAS OF INTEREST**

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- My hobbies are playing shuttle, solving puzzles, listening to music.
- I am much interested in understanding trends in business environment and how our business needs to adopt changes to capture the opportunities around us to sustain in market.
- Being a aspirant person and want to bring changes in business environment as operating today I not only act just as finance team I will always be aware of how management decisions can affect revenue generating power of enterprise

Declaration:

I hereby declared that the information furnished above is true to the best of my knowledge Place: Visakhapatnam

Date: 15-Feb-22

**MARADANA SIVA**