

Resume

Divya Yerraboula
Mobile No. 971508723372

Email: divyayerrabothula@gmail.com

Career Objective:

Seeking a challenging position in the organization where I can further enrich my skills with progressive career and strive towards the achievement of the goal and objectives of the organization.

Professional and Academic Qualifications:

Professional Qualification:

- CA Final Cleared in May 24 (Except for 1 Paper)
- CA-IPCC(Second Group) -In November-2017
- CA-IPCC(First Group) -In May-2015
- CPT -In December2013

Academic Qualification:

- Intermediate -Sate Board in 2013 with 95.1%
- SSC(10th) -Sate Board in 2011 with 83%

Professional Experience Details:

1. MN Reddy&Co., Chartered Accountants.
Period: 13/02/2016to12/02/2019-(Worked as article assistant)
2. Biz craft Advisors Private Limited (Worked as paid assistant)
Period : Feb 2021 to Sep 2021
3. Dogfy Internet Private Limited
Period : 28/12/2021 to 15/02/2023

Assignments handled:

- Maintenance and Review of books of accounts.
- Statutory Audit, Internal Audit
- Preparation of Financial Statements of companies.
- Preparation of tax computations and filing of returns for various types of assesses.
- Filing of GSTR -1 and GSTR-3B, PT Returns.
- Payroll Processing through Genius Software.
- Accounts payable and receivable.
- Monthly TDS and GST RCM Liability Computations.
- Payment of Statutory Liabilities within the due date (TDS, PT, GST).
- Issue of Form16A and Form 16.

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- GST Reconciliation TDS Reconciliations.
- Checking of applicability of various statutory provisions.
- Coordination with internal Audit team

COMPUTERSKILLS:

- Well versed with MSOffice (Word, Excel & PowerPoint).
- Well Versed WithTally9.0 and InternetApplications.
- Knowledge of Quick books.
- Completed 100 Hours of computer training under ICAI IT Training center.
- Completed 15 days Course on (AICITSS) MCS and (AICITSS) Advanced. Information technology Organized by ICAI.

Strengths:

- Self learner
- Interested and able to handle new and dynamic works.
- Friendly nature, able to work independently and also in the team as well.

Personal Profile:-

Date of birth : 30th June 1996

Fathers Name : Venkata Rami Reddy

Languages know : English, Telugu

Address : Home to Home Apartments, Barsha Heights, Tecom, Dubai.

Declaration:-

I hereby declare that the facts given in resume are correct to the best of my knowledge and belief.

Place :Dubai

Date : 22-07-2024

Divya Yerrabothula