

Pavan Kumar Palla

H. No-19-168/11/2, Flat No.101 Harsha Residency,
West Venkatapuram, Secunderabad, Telangana-500015
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CAREER SUMMARY

Lower Division Clerk

MAULANA AZAD NATIONAL URDU UNIVERSITY
16.12.2019 to Present

Article Clerk

M/s SAI MALLIKARJUNA RAO ASSOCIATES & CO
04-02-2014 to 30-11-2014

Work duties:

- Handling books of accounts of Companies, Individuals, Partnership firms and prepare balance sheet, statement of profit & loss etc.
- Tax Audit under Income Tax Act.
- Tax planning for clients and filing of income tax returns.
- Vouching & verification, Entries and Finalization of accounts.
- To assist Management and Superiors as when required.

KEY COMPETENCIES AND SKILLS

PROFESSIONAL SKILLS

- Demonstrated proficiency in report writing.
- Demonstrated proficiency with Microsoft Office (Word, Excel, PowerPoint, and Outlook), Tally.
- Ability to grow positive relationship with client and colleagues.

PERSONAL SKILLS

- Good Written and Verbal Communication Skills.
- Keen to learn and continuously wanting to improve knowledge.
- Flexible and adaptable; able to work in ambiguous situations and complete work within deadlines.

ACADEMIC QUALIFICATIONS AND CERTIFICATIONS

- BBA (2016) from University of Madras.
- Intermediate in Mathematics, Economics and Commerce (2012) from Sri Chaitanya Junior Kalasala.
- High School (2010) from St. Xavier's High School.
- CA Inter (Group 1) from Institute of Chartered Accountants of India (2013).
- Certification from Institute of Chartered Accountants of India in Information Technology Training (2013).
- Certification from Institute of Chartered Accountants of India in Orientation Programme (2013).

PERSONAL DETAILS

Name : Palla Pavan Kumar
Father's Name : Palla Mallesh
Date of Birth : 24th December 1993

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Secunderabad

Pavan Kumar Palla