Tunki Shravan

Accounting | Taxation | Statutory Compliance | Financial Management
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PROFESSIONAL SUMMARY

Results-driven Accounts & Tax Executive with 2.5 years of experience in accounting, direct taxation, TDS compliance, ROC filings, and financial reporting. Proven ability to manage statutory compliance, maintain accurate financial records, and assist clients with tax and regulatory requirements. Adept at handling multiple assignments while ensuring compliance with applicable laws and deadlines.

WORK EXPERIENCE

Accounts & Tax Executive
Pandava & Associates, Secunderabad **October 2024 – Present**

- Managed end-to-end accounting and bookkeeping for multiple clients across various industries, ensuring accurate financial records and compliance with accounting standards.
- Successfully handled ROC compliance filings for multiple client companies, including Company Incorporation Annual filings, Company Closure and other all statutory Company Compliance Filing for consecutive 2 Financial years.
- Prepared and filed quarterly TDS returns for multiple clients, including the firm's own compliance, while ensuring timely payment of TDS liabilities and adherence to due dates.
- Coordinated with clients to ensure timely submission of financial and compliance documents, resulting in consistent on-time filing of statutory returns.
- Assisted in the preparation and filing of GST returns, including GSTR-1, GSTR-3B, GSTR-9, and GSTR-9C, ensuring compliance with GST regulations.
- Participated in Tax Audits, Statutory Audits, Internal Audits, and Stock Audits by preparing working papers, verifying records, and supporting audit execution.

Accounts and Payroll Associate Intern
Companies House LLP, Hyderabad **April 2024 – September 2024**

- Gained practical experience in bookkeeping, including journal entries, ledger posting, and bank reconciliations by 50%.
- Assisted in preparing employee payroll reports and maintaining payroll records, including salary calculations, attendance verification,
- Learned and applied the double-entry accounting system to ensure accurate financial record-keeping.
- Assisted clients with statutory registrations, including GST, PAN, TAN, and other regulatory compliances.

EDUCATION

Master of Business Administration (Finance)
Narsimha Reddy Engineering College, Maisammaguda — Post Graduated: 2022-2024
Grade-84%

Bachelor's Degree (Taxation)
Siva Sivani Degree College — Graduated: 2019 - 2022
Grade-85%

Intermediate Board (MEC) — Year 2017-2019
Loyola Academy Junior College
Grade-64%

SKILLS

- Financial Accounting, Double Entry Accounting System, Financial Statement Preparation.
- Income Tax Return Preparation, TDS Compliance & Return Filing, TRACES Portal Management.
- Tax Audit, Statutory Audit, Internal Audit, Stock Audit.
- Microsoft Excel (Advanced Excel)
- Tally Prime / Tally ERP, ZOHO Books.
- Client Coordination & Compliance Management, ROC Filings & MCA Compliance

Hobbies

- Watching Movies
- Playing Cricket
- Staying updated with the Tax and other Statutory Compliance