**Gitta**
**Email ID** – **gitta.370377@2freemail.com**

**Career Objective-**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

**Profile Summary-**

- A strategic thinker with excellent knowledge in numbers and financial terminologies and skilled in preparation of financial statements precisely having rich experience of 3.5 years as an Accounts Manager.
- Extensive knowledge of keeping records, maintain the records and track the financial transactions.
- Proven track record to maximize the business opportunities.
- Expertise to set strategic priorities and give clear strategic direction.

- Extensive knowledge of preparing TDS reports.

- Love to take responsibilities.

**Personality Traits-**

- Strong in numbers and having remarkable logical and analytical skills.
- Excellent communication skills in verbal and written both.
- Ability to control and supervise the persons.
- Strong motivator and ability to do the work before the deadline.

**Computer knowledge-**

- Operating systems: Windows XP/Vista/7/8.

- Well versed in use of MS office.
- Tally.ERP 9.
- Internet savvy.

**Key Responsibilities handled-**

- Prepare various reports surrounding the hospital departments: quarterly collection results, annual forecasts and account status reports.

- Prepare various reports surrounding the sales departments: quarterly sales results, annual forecasts and account status reports.

- Presenting the reports to the higher authorities.
- Prepare Monthly TDS Report, quarterly TDS Reports.

- Prepare PF list and amount payable.

- Prepare Income Tax Returns of various Individuals and Partnership Firms.

**Employer-**

- Working as Accounts manager in G.S.B.V. Memorial Amrutha Laxmi Multi Specialty Hospital from April 2014 - Present.

- Working as Accountant in Sheetal Amrutha MRI Centre from April 2014 – Present.

- Working as Accountant in Amrutha CT Scan and Diagnostic Centre from April 2014 – Present.

- Working as Accountant in Bhagya Laxmi X-Ray from April 2014 – Present.

- Working as Accountant in Heera Nursing Home from April 2016 – Present.

- Worked under Charted Accountant for 1 year.

- Worked as Accounts assistant under Tax Consultant after completion of SSC till completion of intermediate and CA CPT.

**Academia-**

- At Present Pursuing CA IPCC and CS Executive Programme.

- Completed B.Com computers
- Completed CA CPT from Institute of Charted Accountants of India in 2012.

- Completed Diploma in Computer Accountancy from AIMO in 2012.

- Completed Intermediate in MEC group from Board of Intermediate Education. A.P. in 2012.

- Completed SSC from Board of Secondary Education. A.P. in 2010.

**Personal Details-**

- Language Known-Telugu, Hindi, English.
- Date of Birth- 06/02/1994
- Hobbies: Playing Chess, Basket Ball, Badminton, and very much enjoy in Cooking different types of foods.