

MEMO

[illegible]

Bio-Data

Note: Attach copy of CV / Resume / Bio-data

Application for post of	Accountant	Application date:	23/08/23
Application through	☐ Advertisement ☒ Referral		
Referred by/ Advertisement	Specify Source: Newspaper/Job portal/Social media: _____		

Personal Details:

Full Name	cherukupally shilpa		
Age	35 years	Date of Birth	06/09/1988
Fathers Name			
Address for Correspondence	H.NO: 1-38-1718, Krishna nagar, Rasoolpura Sec-bad		
Mobile no.	8106410548	Email id	gollapalli.shilpa99@gmail.com
Permanent Address	HNO: 1-38-1718, Krishna nagar, Rasoolpura, Sec-bad Telangana		
Aadhar number	853457674766	Category	SC / ST / BC / Open

Education:

Name of P.G. Course	Master of commerce (M.Com)		
Specialization	finance		
Name of college	A.V. P.G. College, Gagamahal, Domalguda		
Location	Domalguda	Percentage marks	58%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2012	Medium of Instruction	English / Telugu / Hindi

Name of Degree Course	Bachelors of computers (B.Com) computers		
Specialization	Commerce		
Name of college	Vandana Degree college		
Location	venkatapuram	Percentage marks	53%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2009	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Diploma Course	M.E.C		
Name of college	Vandana Junior college		
Location	venkatapuram	Percentage marks	
Year of completion	2006	Medium of Instruction	English / Telugu / Hindi

Name of school	ST. Gabriel high school		
Location	lothkunta	Percentage marks	60%
Year of completion	2004	Medium of Instruction	English / Telugu / Hindi

Experience & Employment Details:

Years of experience in relevant field	June 2012 - Oct 2017 10 years		
Name of Company	Rockwell Industries Limited		
Duration of employment	5 years	From date: 05/06/12	To date: 15/10/17
Location	Medchal industrial area		
Designation	Accountant		
Last drawn salary	15000/-		
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you.	Entries in Tally, preparing cheque and vouchers preparing bank reconciliation statement Maintaining cash and bank book Follow up with the customers regarding payments		
Reason for leaving	To learn more in finance sector		

Remarks: (For office use only – Do not write in this box)

Name of Company	Hyderabad Metro railway (keolis)		
Duration of employment	4 1/2 years	From date: 10/11/17	To date: 31/05/22
Location	Nagole		
Designation	Supervisor (cum) Cashier		
Last drawn salary	20000/-		
Number of employees in the company / branch?	5	Number of employees in your dept. or division?	80
Brief description of work handled by you.	preparing of daily cash / bank voucher collecting cash from operator and prepare voucher and submitting to bank Randomly Audited will conducting.		
Reason for leaving	update GST, looking for growth.		

Remarks: (For office use only – Do not write in this box)

— 80 people are worked under her
— Incharge of collection and assign of work to them on daily basis

DECLARATION

From:

Date: 23/08/23

Ch. Shilpa

H.NO: 1-38-1718 Krishna Nagar

Rasoolpura Secbad - 500003.

To,
HR Manager,
Modi Properties Pvt. Ltd.,
M.G. Road, Secunderabad-03.

I have submitted my bio-data/ resume for a suitable post in your company and its associated firms/subsidiaries.

I hereby certify/declare that the details given herein are true to the best of my knowledge.

In case the information given by me is found to be un-true, I will be liable for consequences thereon.

I shall provide proof of last drawn salary as and when requested.

I shall provide letters of good conduct/recommendation from past employers as and when asked for.

I further undertake to work for a minimum period of 2 years, if I am offered employment in your company.

Thank you.

Yours sincerely,

Signature Shilpa

Name: Ch. Shilpa

Place: Begumpet

Date: 23/08/23

Remarks by HR: (For office use only – Do not write in this box)

Background – Personal	☒ Good ☐ Average ☐ Poor
Background – Work	☒ Good ☐ Average ☐ Poor ☐ NA
Personality	☒ Good ☐ Average ☐ Poor
Appearance	☒ Good ☐ Average ☐ Poor
Communication skills	☐ Good ☒ Average ☐ Poor
Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	.
→ She Know GSTRI and 3B	
→ Working in CA firm	
→ Started working on MCA, RoC + ITR'S.	
→ M.Com.	

Remarks by Divisional Manager: (For office use only – Do not write in this box)

Relevant experience	☐ Good ☒ Average ☐ Poor ☐ NA
Knowledge of subject	☐ Good ☒ Average ☐ Poor
Recommendation	☐ Employ ☐ Reject ☒ Short list & decide later
Recommended salary	

Remarks by MD (For office use only – Do not write in this box)

Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

Offer Details

Salary offered		Date of joining	
Remarks:			

CH.Shilpa,

H.NO:1-38-1718, Krishna nagar,Rasoolpura,
SECUNDERABAD, TELANGANA -:500003 MOBILE NO: 8106410548

OBJECTIVE PROFILE:

To obtain a challenging position in forward looking companies that requires a highly motivated person and keeps updating myself and attains the objectives set for me in a fixed period of time. I want to be creative learning and contributing towards the success of company

EDUCATIONAL SUMMARY:

Degree	University	Year of passing
M.Com	OU UNIVERSITY	2012
B.com (Accounts)	OU UNIVERSITY	2009
Intermediate	Board of Intermediate Education	2006
SSC	Board of Secondary school Education	2004

TECHNICAL PROFILE:

Technical Tools : **Tally ERP9, 9.0, SAP Business One**
Business accounting : **GST, TDS, Advance accounts ,Direct Tax, GST Filings.**
Operating Systems : **Windows XP**
Packages : **MS Office (Excel, Word and Power Point)**

WORK EXPERIENCE:

- **Worked as a Accounts-Executive In Rockwell Industries Limited**
- **June-2012 to Oct 2017**

8. Making entries in Tally

9.MCA Portal creating DIR-3 KYC updating

AREAS OF INTEREST :

- **Finance**
- **Accounts**
- **Banking**

STRENGTHS

- Goal achiever, work efficiently and effectively for accomplishment of goals.
- Self-starter, work independently and handle multiple priorities and deadlines.
- Adaptability to different environments and quick learning capabilities.

PERSONAL PROFILE:

Name	:	CH.Shilpa
Husband's Name	:	CH.Pradeep kumar
Date of Birth	:	6th Sep, 1988
Gender	:	Female
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Hindu
Languges known	:	English, Telugu and Hindi
Permanent Address	:	H.No. 1-38-1718,Krishna nagar,SRasooipura, Secunderabad,hyderabad TS-03.

DECLARATION:

I undersigned certify that to the best of my knowledge and belief these data correctly describes me my qualification and experience.

PLACE :Secunderabad

DATE :

CH.SHILPA

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PLACE :Secunderabad
DATE :
CH.SHILPA

Name of the Candidate: Ch. Shalpa
Post Applied for : Accountant

Date of Interview: 27/9/23

1. Rate of depreciation for the following items:

<u>Name of the Asset</u>	<u>Rate of Depreciation as per IT</u>
✓ a) Furniture	- 10%
b) Cars	- 15%

2. X is paid salary to Y Rs.10,000/- in cash. What entry you will pass?

✓ Ans: Y-A/c - - Dr
To cash - - Cr

3. A is purchases steel with Y on credit. What entry you will pass?

Ans: Goods A/c - - Dr
To Bank - - Cr

4. B is sold cement to D in cash. What entry you will pass?

Ans: cash A/c - - Dr
To goods - - Cr

5. What are the Three Types of Accounts?

- ✓
- a) personal Account
 - b) Real Account
 - c) Nominal Account

6. What is Input Tax Credit (ITC) in GST?

✓ Ans: It helps to supplier for paying less tax or set off with (ITC) of not paying tax gets benefit

7. What are the different types of GST?

✓ Ans: 1. CGST (Central good service tax)
2. SGST (State good service tax)

8. Explain briefly - Journal Voucher in Accounting?

✓ Ans: Journal voucher only consider Tax deductions and taxes / tds
To know the how much we charge tax / tds on the salary or goods.

9. Abbreviate accounting terms debit and credit?

Ans: debit is the received
Credit the given

10. What is balance sheet?

✓ Ans: balance sheet consist of Asset & liabilities. It shows the company income and expenses

Name of the Candidate: Ch. Shipra

Date of Interview: 27/9/23

Post Applied for : Accountant

11. Have you ever heard about TDS, Explain?

Ans: Tax deduction at source: It helps in tax evasion

12. What is Tally accounting?

Ans: Recording of daily business transaction to know the income and expense

13. Explain the basic accounting equation?

Ans: debit equals credit

14. What are the TDS rates for the following payments:

Type of Payment	TDS %
a) Interest	10%
b) Contract	10% or 5%
c) Commission	10%
d) Professional charges	10%

15. Write a simple letter to bank to waive off the bank charges (Assume as an Accountant.)

To

The Bank Manager

Hyderabad

Sub: Request of waive off the bank charges

Dear Sir,

We XYZ company have an account in your bank. Daily we have transaction on your bank related business. As we notice that your bank ^{Take} charges some amount as bank charges, so we are requesting you to waive off the bank charges.

Thanking you

Yours Sincerely,

XYZ Company
(Accountant)

Note to candidate:

Interview Candidate need to wait for 3 to 4 hours to show patience. (1st round)
Basing on the above marks candidate will be selected for final round.

BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



SECONDARY SCHOOL CERTIFICATE

CC 249098

PC/35/35037/531380/9

CERTIFIED THAT **G S SHILPA**
D/O **G B SRINIVAS RAJ** Bearing Roll No **0828260**
belongs to **ST GABRIEL'S HIGH SCHOOL LOTHKUNTA**

has appeared and PASSED at the SSC EXAMINATION held in **MARCH 2004** in **FIRST**

Division with **ENGLISH** as the medium of instruction.

DATE OF BIRTH OF THE
CANDIDATE

DAY

MONTH

YEAR

06/09/1988

ZERO SIX

SEPTEMBER

ONE NINE EIGHT EIGHT

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (HINDI)	69	SIX NINE
THIRD LANGUAGE : ENGLISH	71	SEVEN ONE
MATHEMATICS :	56	FIVE SIX
GENERAL SCIENCE :	61	SIX ONE
SOCIAL STUDIES :	52	FIVE TWO
TOTAL :	309	(THREE ZERO NINE)
SECOND LANGUAGE : (TELUGU)	63	SIX THREE
GRAND TOTAL :	372	(THREE SEVEN TWO)

Life Skills Education : GRADE SECURED :

Marks of Identification : 1.

2.

1. A MOLE TO THE RIGHT SIDE OF THE LOWER LIP
2. A MOLE ON THE LEFT JAW NEAR THE EAR

Head of Institution
with School Stamp

St. Gabriel's High School,
VENKATAPURAM.

L. Heala

SECRETARY
BOARD OF SECONDARY EDUCATION
A. P. HYDERABAD

Life Skills Education shall be incorporated by the respective Heads of the Institutions
at the time of issue of the certificate to the candidates.



Sl. No. **F180367**

15/15170/F180367



Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



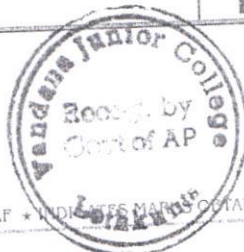
INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **G S SHILPA** daughter
of **G B SRINIVAS RAJ** bearing
Registered No. **061550398** has appeared at the Intermediate Public
Examination held in **MARCH-2006** and passed in **B GRADE**
with **ENGLISH** as the Medium of Instruction.

The subjects in which **she** was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1 : ENGLISH	100	067	100	085
Part - 2 : HINDI	100	089	100	087
Part - 3 : Optional Subjects				
MATHEMATICS - A	050	017	050	028
MATHEMATICS - B	050	019	050	017
ECONOMICS	100	071	100	085
COMMERCE	100	065	100	065
Total Marks In Figures	695 ➡ 695			
In words	*SIX**NINE**FIVE*			
Date	24-04-2006			

[Signature]
Principal



[Signature]
Controller of Examinations

061550398

Vandana Junior College Seal
NOTE: ELIGIBILITY RULES ARE OVERLEAF

DO NOT OBTAIN AT AN EARLIER EXAMINATION



OSMANIA UNIVERSITY

CONSOLIDATED MEMORANDUM OF MARKS

PE 166747

EXAMINATION: M. COM

REF. NO. 3396

MAY/JUN, 2012

DATE: 05/09/2012

NAME: G S SHILPA

ROLL NO.: 105310408032

FATHER'S NAME: G S SRINIVAS RAJ

SL. NO.	SUBJECT	U.E.		I.A.		UE+IA MARKS SECURED	YEAR OF PASSING
		MAX. MARKS	MARKS SECURED	MAX. MARKS	MARKS SECURED		
I-SEMESTER							
1	MANAGERIAL ACCOUNTING	80	47	20	18	65	MAY '11
2	MANAGERIAL ECONOMICS	80	43	20	19	62	MAY '11
3	PRINCIPLES OF MARKETING	80	47	20	20	67	MAY '11
4	FINANCIAL MANAGEMENT	80	47	20	18	65	MAY '11
5	ORGANIZATION THEORY & BEHAVIOUR	80	51	20	17	68	MAY '11
II-SEMESTER							
1	ADV. MANAGERIAL ACCOUNTING	80	46	20	16	62	MAY '11
2	BUSINESS ENVIRONMENT & POLICY	80	42	20	17	59	MAY '11
3	MARKETING MANAGEMENT	80	52	20	20	72	MAY '11
4	INVESTMENT MANAGEMENT	80	42	20	20	62	MAY '11
5	HUMAN RESOURCE MANAGEMENT	80	46	20	16	62	MAY '11
III-SEMESTER							
1	RESEARCH METH. & STAT. ANALYSIS	80	32	20	19	51	JAN '12
2	COST ACCOUNTING & CONTROL	80	48	20	17	65	JAN '12
3	INTERNATIONAL FINANCE MANG.	80	54	20	20	74	JAN '12
4	SECURT. ANAL. & PORTFOLIO MANG.	80	53	20	19	72	JAN '12
5	INFORMATION TECHNOLOGY	56	35	14	13	48	JAN '12
6	INFORMATION TECHNOLOGY (LAB)	30	30	==	==	30	JAN '12
IV-SEMESTER							
1	QUANTITATIVE TECHNIQUES FOR BUSINESS DECISIONS	80	43	20	20	63	MAY '12
2	E-COMMERCE	56	34	14	14	48	MAY '12
3	FINANCIAL SERVICES	80	50	20	18	68	MAY '12
4	TAX PLANNING	80	57	20	20	77	MAY '12
5	E-COMMERCE (LAB)	30	30	==	==	30	MAY '12
6	PROJECT REPORT EVALUATION AND VIVA VOCE (GRADE)	GRD	A	==	==	==	MAY '12
GRADES : A->EXCELLENT, B->GOOD, C->SATISFACTORY, D->NOT SATISFACTORY							

GRADES : A->EXCELLENT, B->GOOD, C->SATISFACTORY, D->NOT SATISFACTORY

TOTAL MARKS

Secured in words

TOTAL MARKS
IN FIGURES

1900

1270

*ONE*TWO*SEVEN*ZERO*

RESULT:

FIRST DIVISION

G. Bhikshamala

OSMANIA UNIVERSITY 316408

CONSOLIDATED MARKS MEMORANDUM

B. Com. (V/M) MARCH/APRIL 2009

11-04

11/06/2009

B. B. CHILPA

348-07-01522

B. B. SRINIVAS RAO

PART I SUBJECTS

MAX. PASS MARKS YEAR OF
MARKS MARKS SECURED PASSING

FIRST YEAR

ENGLISH I 100 36 32 A07

HINDI I (SEC LANG) 100 36 39 A07

SECOND YEAR
ENGLISH II 100 36 71 A08

HINDI II (SEC LANG) 100 36 51 A08

TOTAL MARKS - SECURED - 17

BY FIGURE
IN WORDS 253

** TWO FIVE THREE **

PART I ON FIRST

PART II SUBJECTS

THEORY MARKS

PRACTICAL MARKS

MAX. PASS MARKS YEAR OF
MARKS MARKS SECURED PASSING

MAX. PASS MARKS YEAR OF
MARKS MARKS SECURED PASSING

FIRST YEAR

BUSINESS ECONOMICS 100 36 58 A07 == == == ==

FINAN. ACCOUNTING I 100 36 51 A07 == == == ==

INDUSTRIAL ORG. MGMT. 100 36 43 A07 == == == ==

QUANT. TECHNIQUES I 100 36 47 A07 == == == ==

FUNDAMENTAL OF I.T. 70 25 32 A07 30 11 28 A07

*HINDI CULTURE 50 18 32 A07 == == == ==

SECOND YEAR

FINAN. ACCOUNTING II 100 36 41 A08 == == == ==

BUS. MATHS (Q. T-2) 100 36 52 A08 == == == ==

BANKING & FIN. SYSTEM 100 36 52 A08 == == == ==

E-COMMERCE 70 25 44 A08 30 11 22 A08

D.B.M. SYSTEMS 70 25 41 A08 30 11 30 A08

REMI. STUDIES 100 36 50 A08 == == == ==

THIRD YEAR

BUSINESS LAWS 100 36 40 A09 == == == ==

ACCOUNTING SYSTEM 70 25 20 A09 30 11 28 A09

WEB PROGRAMMING 70 25 41 A09 30 11 28 A09

A&B. COMMUNICATION 100 36 44 A09 == == == ==

INCOME TAX 100 36 48 A09 == == == ==

COST ACCOUNTING 100 36 57 A09 == == == ==

CORPORATE ACCOUNTING 100 36 55 A09 == == == ==

MANAGEMENT ACCOUNT. 100 36 57 A09 == == == ==

*SCI. AND CIVIL 050 18 41 A09 == == == ==

PART I ON SECOND

1033

TOTAL MARKS IN FIGURES: ** ONE ZERO THREE FIVE **

IN WORDS: ** ONE ZERO THREE FIVE **

SCIENCE AND CIVILISATION MARKS ARE NOT INCLUDED IN THE TOTAL



भारत सरकार
भारत सरकार



आधार

భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ

భారత ప్రభుత్వం

Unique Identification Authority of India
Government of India

సమీక్షా సంఖ్య / Enrollment No. : 1111/15220/05410

30/11/2011

To
G S Shilpa
జి ఎస్ శిల్ప
D/O Gollapilli Srinivas Raju
16-43
SRI RAM NAGAR COLONY
VENKATA PURAM
SECUNDERABAD
Rangareddi
Andhra Pradesh - 500015



UF347563002IN

34756300



మీ ఆధార్ సంఖ్య / Your Aadhaar No. :

8534 5767 4766

ఆధార్ - సామాన్యని హక్కు



భారత ప్రభుత్వం
GOVERNMENT OF INDIA

జి ఎస్ శిల్ప
G S Shilpa



పుట్టిన సంవత్సరం / Year of Birth: 1988
స్త్రీ / Female

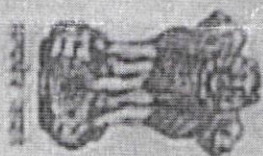
8534 5767 4766



ఆధార్ - సామాన్యని హక్కు

आयकर विभागा

INCOME TAX DEPARTMENT



भारत सरकार

GOVT. OF INDIA

GOLLAPALLI SHILPA
SRINIVAS RAO GOLLAPALLI

06/09/1988

Permanent Account Number

BCZPG1421R

G.S. Shilpa

Signature

