

Modi Properties Pvt. Ltd – New Employee Joining – Check list

Name:	M. Aparna	Joining Date:	21-06-2023
Designation:	Sr. Accountant	Division:	Senior Accountant
Company:	Modi Properties Pvt. Ltd.	Prepared by:	Alexandra
Site/Project:		Sign:	Aparna

Sl. No.	Description	Status Yes / No/ NA/ Done
1.	SSC Marksheet collected?	✓
2.	HSC/Inter /Diploma Marksheet collected?	✓
3.	Graduation Mark sheet/certificate collected?	✓
4.	P.G. Marksheet/certificate collected?	
5.	Experience Certificate collected?	Completed.
6.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)	
7.	Relieving Letter collected?	
8.	4 Passport Size Photographs collected?	
9.	2 Postcard Size Family Photographs collected?	
10.	Residence Proof collected?	
11.	Photo ID Proof collected?	
12.	PAN Card collected?	
13.	2 Reference Letters collected?	
14.	Blood group certificate collected?	
15.	Employee ID Card form filled?	
16.	Bank Account form filled?	Completed.
17.	Medical insurance proposal form filled?	Completed.
Task to be explained?		
1.	Send introduction email/inform through viber to staff	Completed.
2.	Desk - Prepare employee work area or arrange Desk	Completed.
3.	Laptop - Arrange computer access/laptop	Completed.
4.	SIM - CUG Airtel new connection/portability	-
5.	Smart mobile phone – check / provide	Completed
6.	Viber - Add in Groups	Completed.
7.	Create employee email ID	Completed
8.	Visiting Cards	-
9.	Uniform, wherever required	-
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	Completed.

Remarks:

Board of Secondary Education

ANDHRA PRADESH, INDIA

MM(-1563

NN 0584405



SECONDARY SCHOOL CERTIFICATE

REGULAR PC/27/26040/0539123/6

CERTIFIED THAT **MARUPUDI APARNA CHOWDARY**

FATHER NAME : **M VENKATA RAMANA**

MOTHER NAME : **M VIJAYA DURGA**

bearing Roll No. **1427107939**

belonging to **ST JOSEPH HIGH SCHOOL NAGARJUNA SAGAR, NALGONDA Dist.**

has appeared and PASSED SSC EXAMINATION held in MARCH 2014 with GPA **8.8**

and **ENGLISH** as medium of instruction.

DATE OF BIRTH

21/05/1999

TWO ONE

MAY

ONE NINE NINE NINE

THE CANDIDATE SECURED THE FOLLOWING GRADES AND GRADE POINTS

SUBJECT	GRADES	GRADE POINTS	
		In Figures	In Words
FIRST LANGUAGE : (TELUGU)	A2	09	ZERO NINE
THIRD LANGUAGE : ENGLISH	B2	07	ZERO SEVEN
MATHEMATICS :	A1	10	ONE ZERO
GENERAL SCIENCE :	A1	10	ONE ZERO
SOCIAL STUDIES :	A2	09	ZERO NINE
SECOND LANGUAGE : (HINDI)	B1	08	ZERO EIGHT
GRADE POINTS TOTAL :		53	FIVE THREE
Life Skills Education : GRADE SECURED : A			
Marks of Identification			
1. A MOLE UNDER THE MOUTH.			
2. A MOLE ON THE RIGHT HAND.			

Head of Institution
with School Stamp
Date of Issue : 15 May, 2014
St. Joseph's High School
Hill Colony, Nagarjuna Sagar
Nalgonda Dist.

SECRETARY
BOARD OF SECONDARY EDUCATION
A.P. HYDERABAD

- Life Skills Education : The Grade shall be incorporated by the respective Head of the Institution before delivery of the certificate to the candidate.
- Any corrections in the certificate will not be entertained after one year from the date of issue.

2014



BOARD OF INTERMEDIATE EDUCATION : A.P., HYDERABAD

Intermediate Public Examination, Second Year

Memorandum of Marks

1563

U 637983



Aadhaar No
705771680608

REGD NUMBER **1606235702**
NAME **MARUPUDI APARNA CHOWDARY**
FATHER'S NAME **M VENKATA RAMANA**

MOTHER'S NAME **M VIJAYA DURGA**

MONTH & YEAR **MARCH - 2016 (REG)**

DIST. COLLEGE **06 / 06078**

SERIAL NO. **1**
MEDIUM **ENGLISH**

CAT : **1** COM **10**
PH CODE

M. Aparna chouda

(1506129085 / 0615)

YEAR	SUBJECT	PART - I	PART - II	PART - III			
1st	MATHS - (A)	100	SANSKRIT	MATHS - (A)	MATHS - (B)	ECONOMICS	COMMERCE
1st	MATHS - (A)	100	100	050	050	100	100
1st	MATHS - (A)	90* P	98* P	47* P	47* P	95* P	87* P
2nd	MATHS - (A)	100	100	050	050	100	100
2nd	MATHS - (A)	93 P	98 P	50 P	47 P	81 P	96 P

GRAND TOTAL **929**

GRAND TOTAL IN WORDS ***NINE**TWO***NINE***

RESULT **A GRADE**

DATE **19-04-2016**

NOTE A GRADE $\geq 75\%$
B GRADE $\geq 60\%$ and $< 75\%$
C GRADE $\geq 50\%$ and $< 60\%$
D GRADE $\geq 35\%$ and $< 50\%$

Env Edu. **QUALIFIED**

E & H.V **QUALIFIED**

CONFIRMED BY EXAMINATIONS

SIGNATURE OF PRINCIPAL

Principal, Ramapada Junior College

100, 100, 100, 100, 100, 100, 100, 100

100, 100, 100, 100, 100, 100, 100, 100

Board of Intermediate Education ANDHRA PRADESH, INDIA

Sl.No. P153593



06/06078/P153593



Aadhaar No:
705221680698

INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **MARUPUDI APARNA CHOWDARY**

Father Name : **M VENKATA RAMANA**

Mother Name : **M VIJAYA DURGA**

Registered No. **1606235702**

Examination held in **MARCH-2016**

with **ENGLISH**

The subjects in which

SHE

bearing
has appeared at the Intermediate Public
and passed in **A GRADE**
as the medium of instruction.

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	090	100	093
Part - 2 : SANSKRIT	100	098	100	098
Part - 3 : Optional Subjects				
MATHEMATICS - A	050	047	050	050
MATHEMATICS - B	050	047	050	047
ECONOMICS	100	095	100	081
COMMERCE	100	087	100	096
ENVIRONMENTAL EDUCATION		Q U A L I F I E D		
ETHICS AND HUMAN VALUES		Q U A L I F I E D		
Total Marks In Figures				
In words	*NINE**TWO**NINE*			
Date	19-04-2016			

T.K. S.
PRINCIPAL

Realaji
Controller of Examinations

Signature of the Principal and College Seal

NOTE: ELIGIBILITY RULES ARE OVERLEAF *INDICATES MARKS OBTAINED AT AN EARLIER EXAMINATION.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, Sudder Street, Kolkata-700 016

MARK SHEET



INTERMEDIATE EXAMINATION

SYLLABUS - 2016

MARUPUDI APARNA CHOWDARY

C/1008HILL COLONYNAGARJUNA SAGAR
NALGONDA DISTRICT NALGONDA

PIN - 508202

Regn. No. : 02181033632

Exam. Term : DECEMBER-2020

Roll No. : 437767

Centre : 242

Date : 29/03/2021

Sl. No. : 125140

GROUP - I					GROUP - II				
FINANCIAL ACCOUNTING	LAWS & ETHICS	DIRECT TAXATION	COST ACCOUNTING	AGGREGATE FOR GROUP - I	OPERATIONS MANAGEMENT & STRATEGIC MANAGEMENT	COST & MANAGEMENT ACCOUNTING AND FINANCIAL MANAGEMENT	INDIRECT TAXATION	COMPANY ACCOUNTS & AUDIT	AGGREGATE FOR GROUP - II
100 Marks	100 Marks	100 Marks	100 Marks	400 Marks	100 Marks	100 Marks	100 Marks	100 Marks	400 Marks
76	60	61	89	286	83	86	71	70	310
				PASS					PASS

HAVING PASSED THE INTERMEDIATE EXAMINATION OF THE INSTITUTE,
YOU ARE ELIGIBLE TO ENROLL FOR THE FINAL COURSE.


(Kaushik Banerjee)
Secretary

P.T.O.



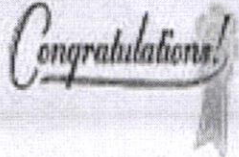
The Institute of Cost Accountants of India

(Statutory body under an Act of Parliament)

Final Result For December 2022 Term

Name of Student:	MARUPUDI APARNA CHOWDARY
Roll No.:	514456
Registration No.:	02181033632
Syllabus:	SYLLABUS - 2016

	Paper 17	Paper 18	Paper 19	Paper 20	Total
Group IV	57	48	60	42	207

Exam Status :	 *Group IV Completed* Those who are desirous of seeking practical training may file their Resume online from below link. Last date for Resume uploading : 31st March 2023. Please upload your Resume
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Note: The Institute of Cost Accountants of India is not responsible for any inadvertent error that may have crept in the results being published in NET. The results published on net are for immediate information to the examinees. These can not be treated as original marksheets.

Instructions :

- In marks **A** means - Absent
- **D** means - Not applied
- **E/F** means - Exempted

[Back](#)

 [Print Result](#)

[Home](#)



Date: 05th January 2022

EXPERIENCE LETTER

TO WHOM IT MAY CONCERN

This is to certify that **Ms. MARUPUDI APARNA CHOWDARY** worked in our organization **M/s Ganga Rao & Associates**, Chartered Accountants, Hyderabad from **1st July 2020 to 4th January 2022**. We have been observing her during her tenure with our organization and found that she has well hardworking and sincere in work. She has fulfilled all the work responsibilities on time. We wish her good luck in future endeavors.

With Regards,

CA Ganga Rao S

M/S Ganga Rao & Associates

Chartered Accountants

Ameerpet, Hyderabad

ACHARYA NAGARJUNA UNIVERSITY

012770



108/885298

PROVISIONAL CERTIFICATE

This is to Certify that Sri/Kumari/Smt.

MARUPUDI APARNA CHOWDARY
S/o-D/o : M VENKATA RAMANA

with Registration No V162108061 *has qualified for the*
Degree of Bachelor of COMMERCE *of this University*
he / she having been declared to have passed the Examinations prescribed
therefor for the formal presentation of the degree.

The details are as follows :

<i>Month & Year of Passing</i>	<i>Subjects</i>	<i>CGPA</i>	<i>Letter Grade</i>
OCT-2018	<u>PART-I</u> ENGLISH SANSKRIT	6.67	B
JUL-2021	<u>PART-II</u> COMMERCE WITH ELECTIVE : GOODS SERVICE TAX AND CUSTOM ACT TAX PLANNING AND MANAGEMENT VIVA	6.67	B
MAR-2019	<u>PART-III</u> FOUNDATION COURSES	5.84	C

Nagarjuna Nagar

Date 01/11/2021

Signature of the Principal

Principal
J.V.R. & S. Degree College For Women

R. Prakara Rao

Addl. Controller of Examinations

Note: In case of any discrepancy between the results published and marks issued, the candidate is advised to bring it to the notice of
Addl. Controller of Examinations immediately. The university reserves the right to modify/cancel the certificate at any time.

Photograph

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Senior Accountant
Date of application	19-06-2023
Application through	☐ Advertisement ☐ Referred by: V. Krishnaveni

Handwritten note: *Prasanna*

Personal Details:

Full Name	Marupadi Arana Chowdary		
Age	24...years	Date of Birth	21/05/1999
Fathers Name	Marupadi Venkata Ramana		
Address for Correspondence	G-234/13/A/34, Ragheendra colony, Sri Durga Estates, Suchitra, Hyderabad		
Phone & Mobile	8340998162		
Permanent Address	A/312, Hillcolony, Nagarajuna Sagar.		
Aadhar number	7052 2168 0698	Category	SC / ST / BC / Open OC

Handwritten note: *with family*

Handwritten note: *own home*

Education:

Post Graduation	Semi qualified CMA (CMA final 9-1 complete)		
Name of college	Master Minds		
Location	Guntur	Percentage marks	52%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2023	Medium of Instruction	English / Telugu / Hindi

Degree/ Diploma	B.COM		
Name of college	GVRES women's degree college		
Location	Guntur	Percentage marks	65%
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	2020	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	MEC / Master Minds		
Location	Guntur	Percentage marks	92%
Year of completion	2016	Medium of Instruction	English / Telugu / Hindi

Name of school	St. Joseph's High School		
Location	Nagarajuna Sagar	Percentage marks	88%
Year of completion	2014	Medium of Instruction	English / Telugu / Hindi

Experience & Employment Details:

Years of experience in relevant field	1 year 6 Months		
Name of Company	Gangarao & associates		
Duration of employment	years	From date: 01/07/2020	To date: 01/01/2022
Location	Amberpet, Hyderabad		
Designation	paid assistant		
Last drawn salary	15000 p.m		
Number of employees in the company / branch?	Bhanu, Soujanya	Number of employees in your dept. or division?	11
Brief description of work handled by you.	Internal audit, IT returns, GST returns, Stock audit, preparation of financial statements.		
Reason for leaving	Because of Final Exams		

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

Name of Company	phanindra & co.		
Duration of employment	years	From date: 01/07/2020	To date: 30/09/2022
Location	Guntur		
Designation	paid assistant		
Last drawn salary	20000 p.m		
Number of employees in the company / branch?	five	Number of employees in your dept. or division?	
Brief description of work handled by you.	IT returns, TDS filings, Concurrent Audit, Tax audit, GST returns.		
Reason for leaving	Because of Final Exams.		

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

Remarks by Admin.: (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	

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	Ta. kumar to handle
Port – Accountant	

APPROVED BY
19 JUN 2023
SOHAM MODI
MANAGING DIRECTOR

Offer Details

Salary offered		Date of joining	
Remarks:			

DECLARATION

From:

Date: 19-06-2023

M-Apaena

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 Apaena

Name: Apaena

Place: Hyderabad

Date: 19-06-2023

MARUPUDI APARNA CHOWDARY

A-312, Hill colony, Nagarjuna Sagar, Nalgonda Dist ,Telangana.

Pin code: 508202| 8340998162 |aparna21051999@gmail.com

Objective

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills. To make use of my interpersonal skills to achieve the goals of a company that focuses on customer satisfaction and customer experience.

Education

COST MANAGEMENT ACCOUNTANT (FINAL)|JAN 2023(GROUP 4)|ICMAI

- Secured 52 Percentage

COST MANAGAMENT ACCOUNTANT (INTER)|DEC 2020|ICMAI

- Secured 74 Percentage

COST MANAGEMENT ACCOUNTANT (FOUNDATION)| DEC 2016|ICMAI

- Secured 50 Percentage

BACHELOR OF COMMERCE|2016 -2019| GVR&S WOMENS COLLEGE, GUNTUR

- Secured 75 Percentage

HIGHER SECONDARY GRADUATE (MEC) | 2014-16 |MASTERMINDS JUNIOR COLLEGE,GUNTUR

- Secured 92 Percentage

**SECONDARY SCHOOL GRADUATE | 2013-14 | ST. JOSEPH HIGHSCHOOL,
NAGARJUNASAGAR, NALGONDA DIST.**

- Secured 88 Percentage

Skills & Abilities

- Self-Motivator
- Hardworking
- Time management
- Quick learning
- Adaptability
- Teamwork

Technical Skills

- M.S Office
- Tally

Work Experience

Ganga Rao Associates| Paid Assistant|July 2020 – Jan 2022| Hyderabad.

- Statutory Audits
- Internal Audits
- Stock Audits
- GST Returns
- Income tax returns
- Preparation of Financial statements

Phanindra & Co | Paid Assistant|July 2022-Sept 2022|Guntur.

- TDS Fillings
- Tax Audits
- Income tax returns
- Concurrent Audits
- Bookkeeping

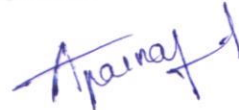
Personal Details

- Name : Aparna Chowdary Marupudi
- Father name : M. Venkata Ramana
- Date of Birth : 21/05/1999
- Languages : English and Telugu
- Nationality : Indian
- Marital status : Single

Declaration

I hereby declare that all the information mentioned in my resume is true to my knowledge and I take full responsibility for the accuracy of the particulars mentioned.

Signature: Aparna Marupudi



Name of the candidate: M. Aparna
Position applied: Senior accountant
Date: 19-06-2023.

Note: Be very specific and don't write generic stuff.

1. What is TDS? Where do you show TDS on a balance sheet?

Ans. TDS stands for Tax deducted at Source. TDS is deducted by employer in case of salaried persons. TDS is deducted to individuals and business employees. TDS is shown under the head Assets.

2. What is the difference between inactive and dormant accounts?

Ans. Inactive accounts means accounts are closed and will not open in future also. Dormant accounts means accounts are not active today but will open in future.

3. Explain what is ITC (Input Tax Credit) in GST?

Ans. ITC means Input Tax Credit. GST paid on purchases made by goods and services made used for business purposes only.

4. What is a deferred tax liability?

Ans. deferred tax liability means overdue tax for the current period.

5. What is tally accounting?

Ans. Tally accounting is mainly used by small business and to enter daily transaction on a daily basis.

6. Can you explain the basic accounting equation?

Ans. Accounting equation: -
$$\text{Assets} = \text{Liabilities} + \text{owner's equity}.$$

7. What is the meaning of purchase return in accounting?

Ans. If any item is ^{received} defective - we need to return the item to the respective person.

8. What happens to the cash, which is collected from the customers but not recorded as revenue?

Ans. Cash amount will decrease

9. What is Scrap Value in accounting?

Ans. Scrap value means residual value. If asset is used for years then scrap value arises. we need to deduct the amt from asset value.

10. What do you mean when you say that you have negative working capital?

Ans. Negative working capital leads to dissolution of business. It mainly occurs in small businesses because they send goods to the customers but amount received over period

Name of the candidate: Aparna M
Position applied: Senior Accountant
Date: 19-06-2023

11. Define overhead in terms of accounting?

Ans. Overhead means

12. Rate of depreciation for the following items:

Name of the Asset	Rate of Depreciation as per IT
Furniture	- 10%
Cars	- 20%

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

Ans. Y A/c Dr. 10,000
To X A/c 10,000.

14. What is the balance sheet?

Ans. Balance sheet shows assets, liabilities and shareholders equity at a given point of time

15. Define depreciation?

Ans. If asset is used for more than one year. It will depreciate slowly. depreciation is on fixed assets.