

**Divya Vani Odeti**

Contact No.: 9967239457

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**Career Objective:**

I work with an objective of enhancing an organization through better and accurate accounting, auditing, taxation and presentation. I entrust my sincerity and diligence towards my work and is known for providing quality work timely with meticulous attention to details.

**Education Qualifications:**

2015	IPCC (CA Inter) Institute of Chartered Accountants of India
2012 -15	B.Com Osmania University, Hyderabad Passing Percentage – 77%
2010-12	HSC Andhra Pradesh Board of Education Passing Percentage – 83%

**Work Experience:**

July'16 – June'19	Article Assistant Chartered Accountants Firm
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**Skills:**

- Filling of TDS, Income Tax, and GST Returns
- Prepare and maintain statutory books of accounts
- Very well versed with Ms Office and Tally ERP
- Bank Reconciliation Statement
- Quick Learner

**Personal Information:**

Father's Name	Sathish Odeti
Date of Birth	14 <sup>th</sup> November, 1994
Gender	Female
Marital Status	Single
Address	507, B-Wing, Lokmanya Tilak SRA Building, Bhabai Naka, L T Road, Borivali West, Mumbai – 400092