

REVANTH RAMISETTY

ASSISTANT MANAGER

CONTACT

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17th Cross,
26th Main,
JP Nagar Phase 6,
Bengaluru 560078.

CORE COMPETENCIES

- GST Returns Filing (GSTR-1, GSTR-3B, Annual Returns)
- Payroll Processing & Compliance (PF, ESI, PT)
- GST Appeals and response to SCN
- MCA Filings (ROC, AOC-4, MGT-7 etc.)
- Vendor Payments & AP Management
- R2R Process Management
- General Ledger & Bookkeeping
- IT Returns & TDS Returns
- Other Compliances Services

LANGUAGES

- English (Fluent)
- Telugu (Fluent)
- Kannada (Fluent)
- Hindi (Manageable)
- Tamil (Manageable)



PROFESSIONAL SUMMARY

Dedicated and detail-oriented Semi-Qualified Chartered Accountant with 10 years of experience in Accounting, Taxation, Audit, GST, and Financial Reporting. Proven expertise in managing end-to-end accounting functions including R2R, GST & TDS filings, MCA compliance, payroll, bookkeeping, and MIS reporting. Adept at handling vendor payments, tax audits, and preparation of financial statements. Passionate about international accounting standards and delivering accurate, timely financial insights.



PROFESSIONAL EXPERIENCE

M MANOHAR & ASSOCIATES, Bengaluru. 2025- PRESENT
Asst. Manager - GST & Accounts

- Filed regular GST returns (GSTR-1, GSTR-3B & 9&9C) and drafting GST Appeals for Processing Refund and follow-ups by department visit.
- Managed TDS deductions, payments, and quarterly return filings.
- Ensured timely vendor payments and reconciliation of AP balances.
- Oversaw payroll processing, including statutory compliance (PF, ESI, PT).
- Coordinated with auditors for statutory and internal audits, including documentation and data support.
- Submitted ROC filings and complied with MCA regulations.
- Generated detailed MIS reports for management decision-making.

CA LOKESH KUMAR ,CA Firm, Bengaluru 2022 - 2024
GST Officer

- Assisted in filing of GST Monthly returns for multiple clients across industries.
- Supported in drafting GST Appeals for Refunds, GST audits, and preparation of responses to SCN.
- Maintained books of accounts and performed bank, vendor, and ledger reconciliations w.r.to GST Audit.

B V K REDDY & Co, Madanapalli 2021- 2022
Audit Assitant

- Assisted in finalization of accounts for multiple clients across industries.
- Supported in tax audits, GST audits, and preparation of audit schedules.
- Maintained books of accounts and performed bank, vendor, and ledger reconciliations.
- Prepared and filed Income Tax Returns and TDS returns.
- Handled day-to-day accounting operations using [Tally ERP/SAP/ Excel – specify tools used].

ACHIEVEMENTS

- Secured exemption in CA inter Taxation and Auditing.
- Secured exemption in CA final Economics Law.

CERTIFICATIONS

- GST
- TALLY
- DTP
- MS OFFICE

HOBBIES

- Watching Movies
- Hearing Songs
- Reading Books
- Travelling
- Badminton
- Swimming



MADHUSUDHA REDDY & CO, Punganur.
SK SATHYANARAYANA & CO, Bengaluru.

2017-2018
2018-2020

Article Assitant

- GST Monthly Filings, TDS filing and Challan Payments
- GST Registrations, Income Tax returns
- Company Incorporation and MCA filings
- Bookkeeping of Small entities.

SRI CHAITHANYA SCHOOLS, Tirupati.

2015-2017

Branch Accountant

- Branch books maintaining in Oracle ERP
- Cash collections and Disbursement of Salary to Sub Staff.
- Petty cash management and Vouching of bills.
- Audit of other branches to control misappropriation of cash, and Accounts



EDUCATION

INSTITUE OF CHARTERED ACCOUNTANT OF INDIA
CA final Group 2

2021-2022

S V University, Tirupati
B.com

2019-2021