



Shalem Raju Vempati

Company Secretary

An independent and self-motivated professional looking to explore opportunities for a long term association with an organization to grow within and contribute value to the organization.

✉ vempatishalemchowdary@gmail.com

☎ 9494318194

📍 Hyderabad, India

EDUCATION

US CMA

Institute of Management Accountants(IMA-USA)

04/2019 - Present

Course

- Cost and Management accounting

Company Secretary

Institute of Company Secretaries of India

11/2014 - 02/2019

Course

- Business laws

Bachelor of Commerce(Computers)

Krishna University

06/2014 - 05/2017

Courses

- Accounting and Computers

Vijaywada

WORK EXPERIENCE

Article Assistant

G.C.Rayulu and Associates

04/2016 - 04/2019

3 years

performed

- facilitated financial and operational audits, working with managers to communicate recommendations or issues.
- Identified control gaps in processes, procedures and systems through research and assessment and suggested methods for improvement.
- Completed audit papers by thoroughly documenting audit tests and findings and maintained excellent attendance record, consistently arriving to work on time.

Management Trainee

Silly monks entertainment Ltd

09/2019 - 09/2020

Hyderabad

Achievements/Tasks

- Facilitated to ensure compliances with statutory and regulatory requirements
- Attended and prepared Minutes of meetings of board members

SKILLS

MS Office - Excel, Word, Powerpoint

ERP Tally

Winman software

CERTIFICATES

Advanced Integrated Course on Information Technology and Soft Skills

From ICAI

Management and Communication skills course

From ICAI

Management skills Orientation Programme

From ICSI

LANGUAGES

English

Professional Working Proficiency

Telugu

Native or Bilingual Proficiency

INTERESTS

Playing Cricket, basket ball

Reading Novels

Watching movies