

KEERTHIKA J

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◆ I seek challenging opportunities where I can fully use my skills for the success of the organization. Dedicated, competent and detail-oriented individual with the capacity to go beyond what is expected and achieve company goals.

EXPERIENCE

APR 2023 – PRESENT

ACCOUNTING SERVICES ASSOCIATE, IRIS KPO RESOURCING

PREPARATION OF YEAR END ACCOUNTS FOR UK CLIENTS

- ✓ Preparation of Draft Annual returns and corporation tax filings
- ✓ Reconciliation of VAT returns and monthly/weekly payroll.
- ✓ Reconciliation of ledger and Bank Balances.
- ✓ Asset register maintenance.
- ✓ Draft accounts updating on My Work Paper software
- ✓ Accounts preparation using various UK accounting software's such as Xero, QuickBooks, Sage, Kashflow, Free agent etc.
- ✓ Preparation of accounts using Manual records such as client's cashbook, Bank statements, Sales Day Book, Purchase Day Book etc.

JAN 2022 – APR 2023

ACCOUNTS EXECUTIVE, S&N FINANCIAL SERVICES

- ✓ Handling accounts for US Clients
- ✓ Preparation of Financial statements
- ✓ Handling monthly billing (Pre, Post & statement preparation) in Practice CS.
- ✓ Use QuickBooks Online accounting system to reflect accurate financial records.
- ✓ Handle bookkeeping aspects for clients on a weekly, monthly, and quarterly basis including analyzing client accounts, coding transactions, payroll process and bank & credit card reconciliations.
- ✓ Prepared and issued the bills and invoices for the clients.
- ✓ Assisted in monthly financial close by analyzing and reviewing balance sheet accounts and ensuring financial transactions were recorded accurately.

SOFTWARE COMPETENCIES

- ✓ Xero
- ✓ Sage
- ✓ Sage one
- ✓ Sage intact
- ✓ Kashflow
- ✓ My Work Paper
- ✓ FreeAgent
- ✓ QuickBooks
- ✓ IRIS
- ✓ CCH
- ✓ CAPIUM
- ✓ TaxCalc

EDUCATION

PURSUING

M.COM, MADRAS UNIVERSITY – SECURED 70%

APR 2020

B.COM, ST.ANNE’S COLLEGE – SECURED 75%

APR 2018

CMA –FOUNDATION, INSTITUTE OF COST ACCOUNTANTS OF INDIA – SECURED 62%

MAR 2017

HSC, LOURDES GIRLS HR. SEC SCHOOL – SECURED 96%

MAR 2015

SSLC, LOURDES GIRLS HR. SEC SCHOOL – SECURED 92%

TECHNICAL PROFICIENCIES

- ✓ MS Office Management (Proficiency in Excel, Word, Power Point & Office 365)
- ✓ Accounting Software: Tally ERP 9.
- ✓ Completed 100 hours Computer Training Program in Institute of Cost Accountant of India, Chennai.
- ✓ Using different accounting software - Quick Books intuit.com
- ✓ Go file Room (GFR)
- ✓ Practice CS
- ✓ Ultra Tax

PERSONAL DETAILS

- ✓ Date of Birth : 29.10.1999
- ✓ Marital Status: Unmarried
- ✓ Current Location : Chennai