



SREESHMA SIVAN

Finance Professional with 7 years of experience.

Detail-oriented and results-driven accounting professional seeking a challenging position in a dynamic organization where I can apply my knowledge of financial reporting, bookkeeping, and regulatory compliance. Eager to contribute to accurate financial management and support strategic decision-making while continuing to grow my expertise in accounting principles and practices.

STRENGTH AND EXPERTISE

Leadership and Team Management

Proven ability to lead teams, mentor staff, and manage multiple engagements efficiently.

Strategic Risk Assessment:

Expertise in risk assessment, internal controls, and adherence to GAAP, and regulatory standards

Strategic Insights

Skilled in presenting findings and providing actionable recommendations to enhance efficiency and decision-making.

Contact

Phone

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Email

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Address

Al Qiyadah, Dubai, UAE

Qualifications

Master of Commerce

Indira Gandhi National Open University.

Post-Graduate Diploma in International Business Operations

Indira Gandhi National Open University.

Bachelor of commerce (B.Com) - Taxation

University of Kerala, India

Personal Skills

- Analytical Thinking
- Attention to Detail
- Problem-Solving
- Time Management
- Communication Skills
- Team Collaboration
- Leadership
- Adaptability
- Client Relationship Management
- Ethical Judgment

Language

- English
- Malayalam
- Hindi
- Tamil

PROFESSIONAL EXPERIENCE

Sep 2023

Accounting Associate

Mar 2025

Firstcare Financial Services

Full time- Remote

Mississauga, Ontario, Canada

- Maintained accurate and up-to-date books of accounts for clients across various industries using **QuickBooks** and other advanced accounting software, ensuring compliance with financial reporting standards.
- Performed computerized account reconciliations and account analysis to ensure accuracy and consistency of financial records.
- Verified accounts and financial records of entities across various sectors to ensure compliance with accounting standards.
- Conducted bank and credit card reconciliations using tools like **QuickBooks, Xero, and Hubdoc**.
- Preparation of comprehensive financial statements in accordance with IFRS (International Financial Reporting Framework).
- Filed Annual Returns and other statutory documents with Corporations Canada, ensuring timely and accurate compliance.
- Collaborated with cross-functional teams to support audit processes and financial reporting accuracy.
- Maintained and organised documentation for financial transactions and supported month-end and year-end closing activities.

APR 2022

Accountant and Audit Assistant

AUG 2023

Surya Industries
Kerala, India

- Maintained day-to-day books of accounts, including cash book, purchase and sales registers, journal entries, and ledgers using Tally ERP and manual records.
- Prepared monthly and annual financial statements in accordance with Indian accounting standards.
- Managed accounts payable and receivable cycles, ensuring timely processing of payments and collections.
- Performed bank reconciliations, vendor reconciliations, and GST reconciliations, ensuring accuracy in financial records.
- Handled statutory filings including GST and TDS returns, and ensured ongoing compliance with applicable tax regulations.
- Conducted stock audits and assisted in physical verification and valuation of inventory.
- Assisted in payroll processing, including preparation of salary statements and statutory deductions like PF and ESI.
- Supported budgeting and financial forecasting activities, including cost estimation and variance analysis.

JUN 2021

Accountant

MAR 2022

Uttar Pradesh Engineering Services- Civil & Electrical Contractors
Kerala, India

- Financial Reporting & Analysis:** Prepared and presented financial statements, projections, and project reports for various entities, ensuring compliance with SA and regulations.
- Tax Compliance:** Prepared and finalized Income Tax and GST returns, ensuring timely and accurate submissions in line with regulatory requirements.
- Bookkeeping & Reconciliation:** Managed bookkeeping and reconciled bank statements to ensuring accurate financial records and minimizing discrepancies.
- Team Leadership & Mentorship:** Supervised and mentored junior staff and trainee accountants, fostering skill development and ensuring high-quality deliverables.

Trainings

- Completed 100 hours of compulsory computer training specified by ICAI.
- Attended General Management & Communication Skills (GMCS), an in-house training program conducted by the ICAI on refining leadership and management skills.

Projects & Seminars

- Project (Graduation): Quality of Work Life of Medium Level Employees
- Seminar (Graduation): UGC Sponsored 3 Day National Seminar on Sustainable Tourism and emerging Trends, Challenges and issues in HRM

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Professional Experience (Continued)

June 2018

Article Assistant

May 2021

Cherian Thomas & Co, Chartered Accountants
Pathanapuram, Kerala, India

- Statutory Audits of Public and Private Companies under the Companies Act.
- Statutory Audits of State Bank of India and Punjab National Bank
- Concurrent audits of Kerala Financial Corporation, Canara bank and Federal Bank Limited
- Computation of Income Tax Liability, Preparation and filing of Income Tax Returns of Corporate and non-corporate entities
- Audit of Chit Fund, Charitable and Religious Institutions.
- Audit under the Income Tax Act, 1961 of Charitable Organizations and trust
- Ensured procedural compliance under Income Tax Act, 1961, Companies Act 2013 and other statutory provisions.
- Preparation and Finalization of GST and Income Tax returns
- Preparation and Presentation of Financial Statements, Projections & Project Reports of Various Entities.
- Working on ROC filing of different kind of Companies
- VAT and Service Tax Returns Reconciliation
- Internal Audits and Special Audits of Various Industries

Software Proficiency

- **Tally ERP** – Day-to-day bookkeeping, ledger management, GST and TDS filings
- **QuickBooks** – Journal entries, reconciliations, financial reporting
- **Xero** – Bank reconciliations, invoicing, accounts payable/receivable
- **Hubdoc** – Document management and integration with accounting platforms
- **MS Excel** – Data analysis, financial modeling, pivot tables, VLOOKUP, and reporting
- **MS Word & Outlook** – Documentation and professional correspondence