



SREELAKSHMI S

Objectives

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail and GAAP knowledge.

Work Experience

- **Accounting service associate** **August-2023 to September-2023**
Conduent Business Service LLP
- Sharing mail to Business Unit
 - FEBA Posting, Transit clearing
 - Allocations (G/L, Vendor)
 - Keeping accurate records of all financial transactions.
 - Updating and maintaining the general ledger.
 - Net Debt Report (D10, D20, D30)
 - Inter Company Netting
 - Reconciling bank statements and financial records.

Internship

- **Intern (Tally Software)** **August-2022 to January-2023**
SCA Cochin, Kerala, India
- Managed and maintained accurate financial Records through various projects
 - Sole proprietorship firm, Partnership firm, Manufacturing company, Consolidation, Payroll, Bank Reconciliation, GST- Partnership firm.
 - Created and processed invoices, vouchers, and journal entries, using tally software.
 - Developed and implemented financial reports, including balance sheets, profit & loss statements, and trial balances
 - Conducted reconciliations and ensured accuracy of financial data

Certification

- Advance Diploma in Corporate Accounts Management with SAP
- Certificate in Accounts and Office Management

Declaration

I hereby declare that the above-furnished details are true and correct to the best of my knowledge and belief.

Sreelakshmi s

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Ras Al-Khaimah – UAE

Personal Data

Date of Birth : 06/10/1998

Marital Status : Married

Nationality : Indian

Passport Details

Passport No : Y2939666

Expiry date : 27/05/2034

Visa status : Family visa

Expiry date : 10/07/2026

Languages Known

English

Hindi

Malayalam

Education

- **Advance Diploma in Corporate Accounts Management with SAP**
SCA Cochin, Kerala, India 2022-2023
- **Master of commerce(finance)**
Kannur university, India 2020-2022
- **Bachelor of commerce (computer application)**
Kannur university, India 2016-2019

Software's

- Tally
- SAP (FI/CO, MM)
- MS Office (Excel, PowerPoint)

Skills

- Generating daily reports and record upkeep
- Perform financial reporting
- Manage general ledger, reconciliations and closing process
- Communication
- Adaptability