

JASEERA C A

PROFILE

Detail-oriented B.Com graduate and Part-Qualified ACCA with strong expertise in financial accounting, reporting, and auditing. Proven ability to drive strategic growth through effective financial analysis and auditing. Seeking roles in accounts, auditing or financial analysis to leverage my skills and enhance organizational performance.

CONTACT DETAILS

- **Name:** Jaseera C A
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- **Location:** Dubai

EXPERIENCE

Finance Intern (Remote)

Organization: Moracle Foundation, London

Period: Feb 2024 - Present

Responsibilities:

- Attended daily meetings and participated in weekly mindset training sessions focused on various work-related topics to enhance professional growth.
- Completed professional and AI-empowered technical training sessions, including mindset programs.
- Earned certifications in QuickBooks, Xero, and Spotlight Reporting.
- Handled financial documents, processed invoices, and maintained accurate records to ensure efficient financial management.
- Customized charts of accounts, entered opening balances, categorized transactions, and maintained clients' books as per schedule.
- Prepared detailed financial reports, including Income Statements, Balance Sheets, and Statements of Cash Flows.
- Conducted account variance analysis and updated forecasts based on variance for accurate financial planning.
- Managed general ledger activities, including accounts receivable, invoicing, and accounts payable.
- Produced monthly bank reconciliation statements to ensure financial accuracy.
- Provided administrative support, ensured regulatory compliance, and coordinated tax services with the tax department.
- Managed and maintained client relationships, producing and submitting monthly deliverables for review.
- Utilized tools such as Slack, Trello, Clockify, Google Sheets, Excel, Microsoft Outlook, and Google Drive for efficient coordination and management.
- Maintained confidentiality and demonstrated loyalty in handling sensitive information.

Key Achievements

- Completed training in QuickBooks, Xero, and Spotlight Reporting, and developed proficiency in key financial management tools.
- Updated invoices and prepared accurate financial documents, contributing to efficient financial management and enhanced document efficiency.
- Organized financial information and facilitated team collaboration, improving operating budgets and financial reporting processes.

Audit Trainee

Organization: Sivadas C and Company, India

Period: May 2023 - June 2023

Responsibilities:

- Conducted Concurrent Auditing for Canara Bank and Mystery Audits for Croma (a TATA Enterprises subsidiary).
- Contributed to developing a business plan for Findways, including investor presentations and a 5-year projected financial statement.
- Prepared detailed Audit Reports and executed accurate data entry tasks.

EDUCATION

Degree/Course: ACCA

Institution/University: Association of Chartered Certified Accountants

Status: 9 out of 13 papers completed

Expected Completion: June 2025

Year: August 2022 - June 2025

Degree/Course: Bachelor of Commerce (BCom)

University: University of Calicut

Year: June 2019 - March 2022

GPA: 3.4

Grade: A

Specialization: Finance

ADDITIONAL CERTIFICATIONS

- **Xero Advisor Certified** – *Xero* *April 2024*
- **QuickBooks Certified Pro Advisor** – *Intuit QuickBooks* *Feb 2024*
- **Commercial Banking Job Simulation** – *JPMorgan Chase & Co.* *Nov 2023*
- **Audit & Assurance Job Simulation** – *KPMG* *Nov 2023*
- **ACCA Advantage Accounting Job Simulation** – *ACCA Virtual Internship* *Nov 2023*
- **Excel, Tally, and GST** – *Avodha* *Jan 2023*
- **Business Analytics** – *ASAP Kerala* *Dec 2022 – Present*

SKILLS

Soft Skills:

Effective Communication, Leadership, Problem Solving, Teamwork, Active Listening, Flexibility, Quick Learning, Continuous Improvement, Knowledge Sharing, Relationship Building, Initiative, Organizational Skills, Analytical Thinking, Time Management, Adaptability, Trustworthiness, Efficiency.

Hard Skills:

Proficiency in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Google Office Suite, Accounting Standards (IFRS), Financial Reporting, Auditing, QuickBooks, Xero, Spotlight Reporting, ChatGPT, AI, Tax Compliance.

LANGUAGE PROFICIENCY

- **English** – Fluent
- **Arabic** – Beginner
- **Tamil** – Intermediate
- **Hindi** – Beginner
- **Malayalam** – Native

PROJECTS

Title: Affinity of College Students Towards Branded Products

Associated with: University of Calicut

Description: Analyzed consumer behavior and preferences among college students regarding branded products to support strategic marketing decisions.