



ATHIRA SANGEETH

AUDITOR

CONTACT

+971 56 956 9232

+91 81118 06558

athirasangeeth1129@gmail.com

www.linkedin.com/in/athira1129

WORK EXPERIENCE

AUDITOR

BMS Auditing, Dubai | Jan 2024 - Present

WORK PROFILE

- **Statutory Audit:**
 - Managed and executed audits for clients in financial, trading, service and medical sectors, ensuring adherence to financial regulations and accounting standards.
 - Prepared detailed audit reports, presenting findings and recommendations to stakeholders, and ensuring timely resolution of identified issues.
 - Collaborate with clients to understand their business processes and financial reporting needs, building strong relationships to support ongoing audit activities.
- **Liquidation:**
 - Developed comprehensive liquidation reports detailing the financial position of **free zone companies** undergoing liquidation. These reports included analyses of assets, liabilities, and potential recoveries, ensuring transparency and compliance with regulatory standards, which facilitated informed decision-making for stakeholders.
 - Compiled accurate and thorough statements of affairs, summarizing the companies' financial status at the time of liquidation.

ACHIEVEMENTS

- Successfully led and executed financial audits and liquidations for prominent clients during the tenure.
- Successfully completed and meticulously reviewed over **50 statutory audits** and over **30 liquidation reports**, ensuring accuracy, compliance, and efficient workflow management.

SENIOR ASSOCIATE (AUDIT) - TEAM LEAD

Buchprufer Consultants LLP (Offshore Office of HLB HAMT, Dubai) | Mar 2022 - Dec 2023

WORK PROFILE

- **Statutory Audit:**
 - Conducted financial audits for clients in trading and service sectors focusing on compliance, risk assessment, and financial accuracy.
 - Contributed to the preparation of financial statements and audit reports, ensuring compliance with regulatory requirements and accounting principles.
- **RERA Audit (Jointly Owned Properties)**
 - **Service Charge Audit**
 - Preparation of **Financial Statements**.
 - Updating and verifying templates related to assets, liabilities, equity and expenses.

PERSONAL PROFILE

Experienced Auditor with over 7 years of expertise in financial auditing and analysis. Focused on precision, compliance, and effective teamwork. Skilled in project planning and client relations. Strong communication abilities and committed to professional growth.

PROFESSIONAL EXPERTISE

Statutory Audit
Internal Audit
Taxation (VAT & GST)
Accounts & Finance
Review & Analysis
Reporting
Training Team Members

TECHNICAL EXPERTISE

Caseware
Tally
MS Office Suite
Team Communication Software

PERSONAL SKILLS

Leadership
Communication
Team Building
Attention to Detail
Problem Solving

o **Budget Review Report**

- Preparation of Budget Review annexures and reports as per **RERA guidelines**.
- Preparation of cost allocation verification sheet from cost allocation report.

o **Interim Review Report**

- Review and verification of transactions of **JOP** and comparison with the approved budget rates.
- Preparation and verification of Interim Review Report.

ACHIEVEMENTS

- Successfully led and executed financial audits for prominent clients during the 4-month deputation at **HLB HAMT, Dubai**. During the period; optimized audit processes, reducing completion time by **20%**, strong working relationship with clients, leading to a **25%** increase in client satisfaction scores.
- Successfully completed and meticulously reviewed **165 files** during my tenure as a senior associate, ensuring accuracy, compliance, and efficient workflow management.

ARTICLED / AUDIT ASSISTANT

BPK & Associates (Chartered Accountants) | Feb 2019 - Feb 2022

WORK PROFILE

- Preparing Financial Statements in compliance with Accounting Standards, Audit & Assurance Standards viz. Trading and Profit or Loss Account and Balance Sheet.
- Preparation of Audit Reports.
- Statutory and Internal Audits. (Companies / Banks / LLP / Firms / Proprietorship)
- Preparation of Tax Returns. (Income Tax, GST, TDS, ESIC, PF)
- Preparation of Financial Projects, Cash Flow and Fund Flow Statements.
- Business Incorporation & Advisory Services. (Companies / LLP / Firms / Proprietorship)

AUDIT TRAINEE

BPK & Associates (Chartered Accountants) | Feb 2018 - Jan 2019

WORK PROFILE

- Accounting, book-keeping and documentation.
- Preparation of tax returns. (Income Tax and Goods and Services Tax)
- Customer Relationship Management.

EDUCATION

CA INTERMEDIATE

Institute of Chartered Accountants of India

BACHELOR OF COMMERCE

Indira Gandhi National Open University

LANGUAGES KNOWN

English
Malayalam
Hindi (Intermediate)
Tamil (Basic)

PRESTIGIOUS PROJECTS

Azizi Developments
DAMAC Properties
BinHendi Enterprises
DSO Community Management FZE
DMCC Master Community
Al Mujama Real Estate LLC
KEP Management Company
Luxury O A M Services