

# SREEREKHA K

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## SUMMARY

Detail-oriented and highly skilled Accountant with extensive experience in financial reporting, auditing, and bookkeeping. Proficient in Tally ERP 9, QuickBooks, and MS Office, with a strong ability to analyze financial data and ensure compliance with industry regulations. Adept at maintaining accurate financial records, reconciling bank statements, and providing strategic financial insights. Seeking an accounting role in the GCC where I can leverage my expertise to contribute to organizational success.

## PROFESSIONAL EXPERIENCE

Accountant

2016 - 2018

Tabasco Hindustan Infra Developers Pvt Ltd, Kerala, India

- Reviewed financial statements and company records to ensure accuracy and compliance with company policies.
- Managed bookkeeping activities, including journal entries and financial documentation.

Trainee Under Chartered Accountant

Kerala, India

- Assisted in preparing tax returns and financial statements for clients.
- Gained experience in auditing and compliance procedures.

Customer Care Executive

Chemmanur Finance, Kerala, India | 2019 - 2022

- Assisted customers with financial queries and provided banking solutions.
- Maintained detailed financial transaction records.

Lecturer

MIC Arts and Science College, Chattamchal, India

- Taught commerce and finance-related subjects to undergraduate students.
- Assisted students in understanding financial principles and accounting practices.

## SKILLS

- |                                  |  |  |
|----------------------------------|--|--|
| Financial Reporting & Analysis   | Bank Reconciliation                          | Microsoft Office Suite (Excel, Word, PowerPoint) |
| Bookkeeping & Ledger Maintenance | Auditing & Compliance                        | Budgeting & Forecasting                          |
|                                  | Tally ERP 9, QuickBooks, Peachtree, Tradeasy | Taxation & Payroll Processing                    |

## EDUCATION

MBA (Finance)

2008 - 2010

VT University, India

Bachelor of Commerce

2005 - 2008

Kannur University, India

## ADDITIONAL INFORMATION

- Date of Birth:** 23.02.1988
- Nationality:** Indian
- Visa Status:** Husband Visa
- Passport No:**K640220
- Languages:** English, Malayalam, Hindi(Read and Write)