



+971 582891614

Sreemasreedharango@gmail.com

<https://www.linkedin.com/in/sreema-cs-6a173b175>

Dubai, UAE

SKILLS

- Bookkeeping
- VAT Filing
- Data Entry
- AP/AR
- Financial Reporting
- Bank Reconciliation
- Budgeting
- Tally Prime,Zohobooks,Quickbooks

LANGUAGES

- English
- Hindi
- Malayalam

SREEMA SREEDHARAN

JUNIOR ACCOUNTANT

PROFESSIONAL EXPERIENCE

M.Com postgraduate and CMA Inter qualified, with practical experience as an Accounts Assistant in tax consultancy. Skilled in VAT filing, corporate taxation, bank reconciliation, payroll, and daily accounting. Completed a hands-on internship through Skillmount, specializing in Tally, VAT, and tax procedures. Proficient in QuickBooks, Tally Prime, Zoho Books, and Excel. Seeking a Junior Accountant role to further develop professionally.

WORK EXPERIENCE

CBRE -Cognizant I Finance Executive. SEPT 2023 - SEPT 2024

- Assisted in daily accounting tasks, including data entry, invoicing, and bank reconciliations
- Supported senior accountants with reporting, audits, and financial documentation
- Managed accounts payable/receivable, budgeting, and cost tracking
- Maintained accurate records using Tally Prime and ensured financial compliance
- Communicated with clients to collect documents and resolve inquiries

Tax solutions i Assistant Accounts July 2016 - Nov 2018

- Managed accounts payable/receivable and maintained accurate financial records
- Processed invoices, resolved discrepancies, and supported payroll operations
- Prepared financial reports and assisted with bank transactions
- Maintained audit-ready documentation and communicated with clients/vendors
- Utilized QuickBooks and Excel for efficient data management

EDUCATION

Calicut University, 2012-2014

Master of commerce- Financial Management

Calicut University, 2009-2012

Bachelor of commerce- Finance