

## PRABHA

Salem, Tamil Nadu | DOB: 02 Dec 1996 | prabhameena3@gmail.com|8098083447

## CAREER OBJECTIVE

Experienced Accounts Executive seeking an opportunity in Finance and Accounts to contribute effectively and grow professionally. Proficient in SMSF accounting, reconciliations, GST, and finalization of accounts.

## PROFESSIONAL EXPERIENCE

- Sundaram Business Services – Specialist (Jun 2024 – Dec 2024)
  - Processed initial queries, finalized accounts, and reviewed fund workpapers
  - Handled reconciliations: bank, investment, income
  - Guided team members and reviewed opening balances
  - Worked on GST reconciliation and property settlement
  - Hands-on with SMSF Funds (Extra Large, Large, Medium and small Funds)
- Kloud Connect Tech Pvt Ltd (Remote) – Accounts Executive (Apr 2021 – Mar 2023)
  - Reconciled bank and portfolio accounts
  - Managed rollovers, contributions, pensions
  - Finalized funds, applied actuary certificates, handled auditor queries
- Kshipra Health Solutions LLP – Accounts Executive (Jul 2019 – Jul 2020)
  - Managed payroll, GST/TDS returns, vendor payments
  - Supported ITR filing and bank reconciliation
- Shree Ambica Cargo Forwarders LLP – Accounts Assistant (May 2016 – Aug 2017)
  - Finalization of accounts, audit assistance, statutory payments
  - Managed petty cash, payroll, bills receivable/payable

## EDUCATION

Bachelor of Commerce (Banking & Insurance), University of Mumbai, 2015

HSC – 2012 | SSC – 2010

## SKILLS

Software: Tally ERP9, Class Super, BGL 360, Cloudoffis, MS Excel (Pivot, VLOOKUP), Word, PowerPoint

Core: Finalization, Reconciliations, Taxation (GST/TDS), Payroll, SMSF Accounting

Soft Skills: Adaptability, Analytical Thinking, Problem Solving, Team Guidance

## CERTIFICATION

Boot Camp: Indian vs US Accounts