

ACCOUNTING & TAX PROFESSIONAL

Deivanai Nagappan

PROFESSIONAL PROFILE

Accounting and Tax professional with over 5 years of experience across India and Canada, specializing in full-cycle bookkeeping, accounts payable, and financial reporting. Proven track record of handling high-volume transactions, maintaining accurate financial records, and ensuring compliance with tax regulations. Skilled in ERP and accounting systems to streamline processes and support business decision-making.

EXPERTISE

Financial Reporting

Accounts Payable & Receivable

Bank Reconciliation

Tax Compliance

Month-End Closing

SAP

QuickBooks

Xero

Tally

Excel

EDUCATION

Master of Business Administration (MBA)

Bachelor of Corporate Secretaryship

CERTIFICATIONS

- QuickBooks Online ProAdvisor
- Xero Certified Associate
- Xero Certified Professional

WORK EXPERIENCE

BOOKKEEPER

Zillion Solutions, Toronto, Canada

- Managed full-cycle bookkeeping, maintaining accurate and up-to-date financial records across all accounts.
- Performed monthly bank and account reconciliations, identifying and resolving discrepancies in a timely manner.
- Prepared financial statements including Profit & Loss and Balance Sheet to support management decision-making.
- Assisted in month-end closing activities, ensuring timely reporting and data accuracy.

SENIOR PROCESS ASSOCIATE - ACCOUNTS PAYABLE

Robert Bosch Engineering and Business Solutions Ltd, India

- Processed 2,000+ invoices per month using SAP with high accuracy and adherence to company policies.
- Streamlined accounts payable processes, improving efficiency in invoice verification and posting.
- Maintained strong vendor relationships through timely payments and effective issue resolution.
- Conducted vendor account reconciliations, clearing outstanding items and ensuring general ledger accuracy.
- Recognized multiple times as a top performer for high productivity and error-free processing.

PROFESSIONAL EXPERIENCE

ACCOUNTS ASSOCIATE

Thakker & Sanghani, India

- Managed bookkeeping and account reconciliations for 50+ clients using Tally.
- Prepared and filed TDS returns, ensuring compliance with statutory deadlines and regulations.
- Supported corporate and individual tax filings with accurate data preparation and documentation.
- Maintained cash books and employee records, ensuring proper documentation and compliance.

TECHNICAL SKILLS

ACCOUNTING & REPORTING

- Financial Reporting (P&L, Balance Sheet)
- Accounts Payable & Receivable
- Bank & Account Reconciliation
- Tax Compliance (TDS, Returns)
- Month-End Closing

SYSTEMS

- SAP
- QuickBooks
- Xero
- Tally
- MS Office (Excel, Word)

ADDITIONAL INFORMATION

- Experience working in both Indian and Canadian accounting environments.
- Strong attention to detail and ability to manage high-volume workloads.
- Effective communication and stakeholder management skills.