

ACCOUNTING & BOOKKEEPING PROFESSIONAL

Shreya Sarkar

PROFESSIONAL SYNOPSIS

Detail-oriented accounting and bookkeeping professional with experience in full-cycle bookkeeping, financial reporting, and reconciliation. Skilled in using QuickBooks and other financial tools to ensure accuracy and compliance. Adept at managing multiple client accounts, handling bank reconciliations, and delivering timely financial insights.

EXPERTISE

Full-Cycle Bookkeeping Financial Reporting Reconciliation QuickBooks Bank Reconciliation Statement Reconciliation Microsoft Excel Time Management Global Time Zones

EDUCATION & PROFESSIONAL QUALIFICATIONS

Association of Chartered Certified Accountants (ACCA)

10/13 Papers Cleared
Advanced Diploma in Accounting and Business (RQF Level 6) - Equivalent to a full UK Bachelor's Degree
BSc in Accounting, Oxford Brookes University, UK (Degree Awaited)

Canadian Taxation Program, McMaster University

Scholarship Recipient - Sponsored by Zillion Solutions

Master of Commerce (M.Com) - Awaiting Final Result

Raj Rishi Matsya University, India

Bachelor of Commerce (Honors)

University of Delhi, India (2020 - 2023)
Graduated in 1st Division with CGPA: 7.608

Higher Secondary & Secondary Education

Modern Public School, Bhiwadi, India
Class 12th (2020) - 88%, CBSE Board
Class 10th (2018) - 88%, CBSE Board

CERTIFICATIONS

- International Financial Reporting Certificate (ACCA) - October 14, 2023
- Foundation in Professionalism Module - January 20, 2023
- Fundamentals of Digital Marketing (Google Digital Garage) - March 9, 2023
- Career Edge - Young Professional Course (TCS ION) - March 11-25, 2023

WORK EXPERIENCE

JUNIOR FINANCE ASSOCIATE

JULY 2025 - PRESENT

JKS, Ahmedabad

- Prepared 60+ UK year-end accounts, including financial statements, year-end adjustments and supporting schedules.
- Prepared and filed 35+ UK VAT returns, ensuring accurate VAT calculations, transaction reviews and HMRC compliance.
- Prepared 50+ UK Self-Assessment Tax Returns (SA100), covering income, allowable expenses, tax computations and final review.
- Managed end-to-end UK accounting and tax compliance for multiple client accounts, ensuring accuracy, completeness and timely delivery.

BOOKKEEPING ASSOCIATE

JANUARY 2024 - JULY 2025

GVP LLP, Canada

- Managed full-cycle bookkeeping for 10+ clients, ensuring accurate financial records year-to-date.
- Reconciled bank and credit card statements, categorized transactions, and maintained general ledgers.
- Utilized QuickBooks and Excel for data entry, reconciliation, and financial reporting.

PROFESSIONAL EXPERIENCE

BUSINESS DEVELOPMENT ASSOCIATE

APRIL 2024 - JUNE 2024

Zillion Solutions (Canada)

- Delivered \$50K+ in pro bono consulting value, enhancing client revenue and operational efficiency.
- Conducted market research on 55+ Canadian businesses, providing data-driven insights to optimize business strategies.
- Spearheaded 12+ use case analyses, leveraging consumer trends and competitive intelligence to identify high-growth opportunities.
- Created business strategy reports and structured meeting minutes, action trackers, and follow-ups to enhance decision-making and workflow alignment.

INTERNSHIP EXPERIENCE

MILAAP | FUNDRAISING INTERN

- Facilitated fundraising activities for NGO Milaap, learning key donation strategies and documentation.
- Developed and executed fundraising strategies in coordination with volunteer team members.
- Organized and led a donor presentation meeting for a team of 10 members.

DASHBOARD | DATA VISUALIZATION TRAINEE

- Completed a five-day workshop on Creating Effective Dashboards by Jatan Shah Academy.
- Gained proficiency in building interactive dashboards to analyze and present data effectively.

SKILLS

SOFTWARE & RECONCILIATION

- Microsoft Excel, Word, PowerPoint
- QuickBooks (Bookkeeping)
- Bank Reconciliation & Statement Reconciliation

WORKING STYLE

- Proficient in Time management
- Adaptable to Night Shifts and Global Time Zones