

CANADIAN ACCOUNTING & TAX PROFESSIONAL

Vruti Mehta

PROFESSIONAL PROFILE

Detail-oriented Senior Bookkeeper / Senior Accounting Professional with 5+ years of experience in Canadian public practice and international accounting environments. Proven expertise in full-cycle bookkeeping, month-end close, payroll, GST/HST filings, T1 tax preparation, T2 corporate tax support, corporate year-end support, financial statement preparation, and client portfolio management. Advanced proficiency in QuickBooks Online, Xero, Sage 50, CaseWare, CaseView, and Excel.

EXPERTISE

Full-Cycle Bookkeeping Corporate Year-End Files T2 Corporate Tax Support GST/HST Filing T1 Personal Tax Payroll Processing
Financial Statements Working Papers CaseWare / CaseView QuickBooks Online Xero Sage 50

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA)

Vancouver Island University, British Columbia

CHARTERED ACCOUNTANT (INTERMEDIATE LEVEL)

Mumbai, India

TECHNICAL SKILLS

- QuickBooks Online
- Xero
- Sage 50
- CaseWare / CaseView
- Microsoft Excel

WORK EXPERIENCE

JUNIOR ACCOUNTANT

OCT 2023 - PRESENT

Purtzki Johansen & Associates | British Columbia, Canada

- Managed full-cycle bookkeeping and month-end accounting for multiple private companies across diverse industries.
- Prepared bank, credit card, and general ledger reconciliations to ensure accurate reporting and clean year-end files.
- Supported corporate year-end engagements, including working papers, lead schedules, account finalization, and tax planning support.
- Supported Canadian T2 corporate tax preparation as part of corporate year-end files, including tax-ready working papers and supporting schedules.
- Assisted with account reconciliations and year-end adjustments required for T2 corporate tax filing support.
- Prepared and filed T1 personal income tax returns during busy tax seasons.
- Processed payroll for multiple client entities, including wage calculations, deductions, and remittances.
- Worked extensively with Sage, QuickBooks Online, Xero, and Excel.

PROFESSIONAL EXPERIENCE

JUNIOR ACCOUNTANT

DEC 2022 - SEP 2023

K. D. Beausoleil & Co. | British Columbia, Canada

- Performed monthly, quarterly, and annual bookkeeping for a multi-client portfolio of owner-managed businesses.
- Prepared GST/HST calculations and filings while ensuring compliance with CRA deadlines.
- Assisted with corporate year-end files, compilation engagements, and financial statement preparation.
- Supported T1 tax return preparation during tax season.
- Processed bi-weekly payroll for multiple clients with strong accuracy and confidentiality.
- Used Sage 50, QuickBooks Online, Xero, and CaseWare for client engagements.

ACCOUNTING TECHNICIAN & BOOKKEEPER (CO-OP)

MAR 2022 - SEP 2022

Morine & Schindler CPAs | British Columbia, Canada

- Maintained complete bookkeeping records for multiple legal entities.
- Assisted with financial statements, lead sheets, and working paper preparation.
- Managed accounts payable, accounts receivable, and payroll accounting functions.
- Prepared GST returns and month-end financial reports.
- Supported the CPA team on year-end accounting assignments.

SENIOR EXECUTIVE - FINANCE & ACCOUNTS

AUG 2017 - JUL 2020

HHP Projects Pvt. Ltd. | India

- Led accounting operations, financial planning, MIS reporting, and internal reporting processes.
- Prepared project financial reports and financing support documentation.
- Managed GST calculations, interest computations, client reporting, and account analysis.
- Presented financial insights and reports to management and external stakeholders.
- Improved reporting workflows and financial data accuracy.

ADDITIONAL EXPERIENCE

- Worked with the Gujarat State Government on finance-related projects supporting healthcare initiatives.