

SALESHNI SANGEETA PRASAD

Sacramento, CA

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EXECUTIVE SUMMARY

Bank Reconciliation & Accounting Specialist with **20+ years of full-cycle bookkeeping and reconciliation experience**, supported by **14+ years in internal audit, fraud investigation, and financial controls**. Proven success in **recovering over \$500,000** through reconciliation-based investigations while strengthening internal controls and maintaining audit-ready documentation. Skilled at resolving missing or misclassified transactions, maintaining general ledger and trial balance accuracy, and supporting month-end and year-end close. Currently expanding U.S. accounting exposure while pursuing **CFE and AIPB Certified Bookkeeper (2 units completed)** credentials.

U.S. ACCOUNTING EXPERIENCE

Bookkeeper / Accounting Specialist – Independent Contractor

Fiji & Sacramento, CA | 2008 – Present

- Managed **full-cycle bookkeeping** for privately owned real estate portfolio and other personal accounting clients.
- Performed **bank and credit card reconciliations** across multiple accounts.
- Maintained **general ledger, trial balance, and audit-ready financial documentation**.
- Supported tax preparation and record reconstruction for clients.
- **Reconstructed incomplete financial records** and resolved discrepancies

Bookkeeper / Accounting Specialist – Independent Contractor

Confidential Law Firm Client | Sacramento, CA | Sep 2025 – Oct 2025

- Completed full FY24 bookkeeping with no prior accounting records available.
 - Built MYOB accounting system, created chart of accounts, and reconstructed general ledger.
 - Entered all transactions: checks, receipts, credit card expenses, and adjustments.
 - Performed **bank and credit card reconciliations**, as well as **general ledger and trial balance reconciliation**.
 - Prepared FY24 financial statements for tax filing.
 - Investigated and resolved missing or misclassified transactions.
 - Successfully submitted tax documentation before the Oct 15 deadline.
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INTERNATIONAL PROFESSIONAL EXPERIENCE

Senior Internal Auditor – Tower Insurance Ltd, Fiji

May 2023 – Oct 2024

- Led enterprise-wide operational, financial, and compliance audits.
- Strengthened internal controls and governance frameworks.
- Delivered executive reports influencing major policy decisions.

Manager Internal Audit, Risk & Compliance – Fijian Holdings Ltd, Fiji

Jan 2014 – Mar 2021

- Directed group-wide audits across multiple subsidiaries.
- Conducted **detailed reconciliations as part of audit procedures**, ensuring accurate financial reporting.
- Led reconciliation-driven fraud investigations, **recovering over \$500,000**.
- Reduced audit turnaround time by 40% through process improvements.
- Delivered strategic reports to the Audit & Risk Committee.
- Awarded Leadership Impact Award, Group Employee of the Year, and Leader of the Year.

Assistant Manager Internal Audit – Fijian Holdings Ltd, Fiji

Oct 2012 – Dec 2013

- Supervised audit engagements and teams across multiple entities.
- Conducted **reconciliations to support audit conclusions**.
- Developed and implemented audit methodologies aligned with best-practice standards.

Internal Auditor – Fijian Holdings Ltd, Fiji

Apr 2009 – Sep 2012

- Performed financial, operational, compliance, and IT audits.
- Conducted **account reconciliations to ensure financial accuracy**.
- Identified internal control weaknesses and recommended improvements.

Accountant – Clariti (SP) Ltd, Fiji

Apr 2008 – Apr 2009

- Managed AP/AR, reconciliations, fixed assets, and stock.
- Performed **full general ledger and trial balance reconciliations**.
- Prepared financial statements and budgets.

Manager Finance & Administration – Viti Technology Solutions Ltd, Fiji

Jan 2005 – Oct 2007

- Oversaw full-cycle finance, payroll, HR, and administrative operations.

- Performed **all reconciliations across accounts**, ensuring accuracy and completeness.
 - Implemented accounting systems and streamlined financial processes.
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EDUCATION

Bachelor of Arts in Accounting & Financial Management and Economics

University of the South Pacific, Fiji (2005)

WES Evaluation: Canadian 3-year Bachelor's equivalent (recognized in North America)

CERTIFICATIONS

- **Certified Fraud Examiner (CFE)** – In Progress
 - **Certified Bookkeeper (AIPB)** – In Progress (2 units completed)
 - Director Certification – Australian Institute of Company Directors
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CORE COMPETENCIES

- Bank & Credit Card Reconciliation
- General Ledger & Trial Balance Reconciliation
- Multi-Account Transaction Management
- Month-End & Year-End Close Support
- Variance Analysis & Exception Resolution
- Internal Controls & Audit-Ready Documentation
- Financial Reporting & GL Reconstruction
- Property Accounting
- Fraud Detection & Recovery (**\$500,000+ recovered through reconciliation**)
- Governance, Risk & Compliance (GRC)
- Process Improvement & Analytical Problem-Solving

18 April 2017

TO WHOM IT MAY CONCERN

Saleshni Sangeeta Prasad joined Fijian Holdings Ltd in April 2009 as the Internal Auditor at Group Internal Audit Division. Currently, Saleshni function as the Manager Internal Audit/Compliance and Risk for FHL Group.

Saleshni is an extra ordinary employee who has played a pivotal role in uplifting the FHL Group's Internal Audit, Risk and Compliance function. She was entirely responsible to improve the quality of the audit process as well as becoming a gate keep to all incoming finance staff to the group. We appreciate her foresight and fortitude.

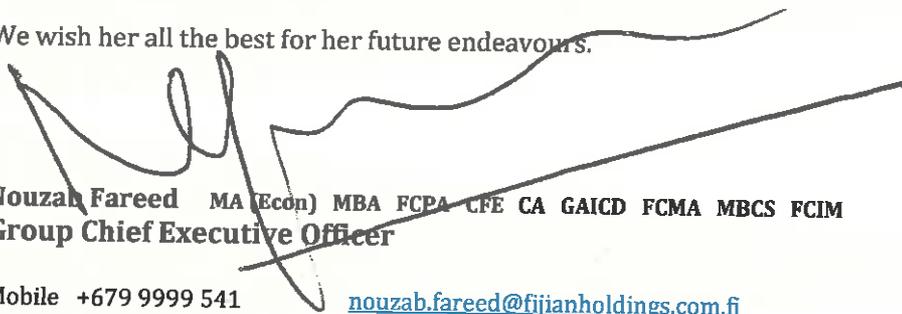
Saleshni always maintained highest professional standards throughout the division and ensured the same is followed through the group. She got an unblemished character with integrity par excellence.

For last 5 years, she developed a Graduate Training program through which all new intakes for finance go through Group Audit & Risk division. Most of the trainees stays within the division for 3 - 9 month prior to moving to finance divisions of different subsidiaries of the group.

Saleshni's achievements are unmatched within the group. Apart from Audit & Risk, she has been instrumental in recovering more than 500k to the group through detection of frauds. She has received group employee of the year as well company employee of the year awards during last 5 years.

Apart from Graduate Training program, Saleshni was responsible in developing monthly compliance report for all group companies as well as quarterly risk register update.

We wish her all the best for her future endeavours.



Nouzab Fareed MA (Econ) MBA FCPA CFE CA GAICD FCMA MBCS FCIM
Group Chief Executive Officer

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15th March, 2021.

TO WHOM IT MAY CONCERN.

I met Ms. Saleszni Sangeeta Prasad following my appointment as chairman of Fijian Holdings Ltd in February, 2017. Saleszni had joined F.H.L in 2009 as Internal Auditor.

At the time of my appointment she was the Manager Internal Audit/Compliance and Risk for the F.H.L Group which comprises 9 subsidiary companies, with substantial shareholdings in 5 others and employs over 3,500 personnel.

Her duties included:

- Secretary to the F.H.L Board Nomination Sub-committee which I chaired.
- Secretary to the F.H.L Investment & Strategy Sub-committee which I chaired.
- Acting General Manager for F.H.L Fund Management Ltd during 2017 of which I was also chairman. Whilst in this position she successfully digitized over 13,000 unit holders' manual files.
- Acting CEO of the F.H.L Group on numerous occasions from 2015 – 2019.

In 2016 she was appointed a Director of F.H.L subsidiary Life Cinema Ltd, a position she still holds.

Saleszni was appointed a member of the Audit Risk Sub-committee for the following F.H.L Subsidiary companies for the period 2017 – 2020.

- Basic Industries Ltd
- Pacific Cement Ltd
- R.B Patel Group Ltd
- Fiji Television Ltd
- Merchant Finance Ltd

Her other achievements included:

- Improvements to the F.H.L Internal Audit functions, resulting in zero audit issues being raised by the company's External Auditors from 2016 – 2020.
- Development of a Graduate Training Program over a 5 year period in which new intakes for finance go through the Group Audit and Risk Division.
- Organization of the F.H.L Awards Night, 2017 attended by over 1000 employees.

During my term, Saleszni proved herself invaluable with her knowledge of Accounting and Internal Audit/Risk and Compliance. She was always ready to offer expert advice whenever requested.

Of equal importance, she un-hesitatingly raised issues she considered to be of concern or relevance.

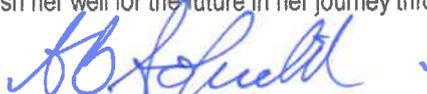
I found Saleszni to be very professional in the performance of her duties. She was highly regarded not only by the Board, but by her immediate staff and the F.H.L employees in general.

Saleszni attended numerous conferences, often accompanied by her husband. She was socially inter-active, an excellent ambassador for F.H.L and held in high esteem by her fellow professionals.

It gave us all great joy when she became the proud mother of a baby daughter in 2018.

Saleszni is undoubtedly highly qualified for the role she is undertaking and would be an asset to any employee.

I wish her well for the future in her journey through life.



ADRIAN B SOFIELD.

Chairman Fijian Holdings Ltd (2017 – 2020)