



# ANOOP CHANDRAN

## CONTACT

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Kollam, Kerala, India

## ACADEMIC CREDENTIALS

### BACHELOR OF COMMERCE | 2014

- Kerala University

### HIGHER SECONDARY | 2010

- Board of Higher Secondary Examination, Kerala, India

### SSLC

- Board of Public Examination, Kerala, India

## COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Tally ERP	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

## LANGUAGES KNOWN

English	100 %
Malayalam	100 %
Hindi	85 %

## PASSPORT DETAILS

Passport Number : Y 5547841  
Date of Expiry : 08/06/2033  
Place of Issue : Trivandrum

## CAREER ABRIDGEMENT

To achieve a challenging position in the field of **Accountant** in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

Critical Thinking	Work Ethic	Analytical skills	Leadership Quality
Decision-making	Time Management	Knowledge of Accounting	
Problem Solving Ability	Hardworking	Data Analysis	Honesty

## EMPLOYMENT CHRONICLE

- ACCOUNTANT** | Jul 2021 - May 2022  
DEV SNACKS, CHENNAI
- ACCOUNTANT CUM LOGISTIC COORDINTOR** | Sep 2018 - May 2021  
BEAVER GULF CONCRETE PRECAST FZE, JABAL ALI, DUBAI, UAE
- GENERAL ACCOUNTANT** | Feb 2015 - Aug 2018  
BIN HARMAL GROUP- AL FAHJAN TRANSPORTATION & GENERAL CONTRACTING EST, AL-AIN, UAE
- ACCOUNTANT** | Mar 2014 - Jan 2015  
SUPREME FOODSTUFF, KOLLAM, KERALA, INDIA

## KEY RESPONSIBILITIES

- Raising purchase orders, expenses claims, and arranging invoices.
- Ensure timely and accurate closing of general ledger and preparation of relevant financial reports.
- Prepare journals, debit and credit notes, intercompany billing and ensure accuracy and completeness of data entries.
- Ensure proper recording and filing of documents are maintained.
- Monitoring cash payments, bank and cash balances.
- Ledger entries, Journal entries, Managed payroll, accounts payable and receivable.
- Responsible for Petty cash expenses and Reconciliation.
- Coordinate and monitor supply chain operations.
- Ensure premises, assets and communication ways are used effectively.
- Utilize logistics IT to optimize procedures.
- Recruit and coordinate logistics staff (e.g., truck drivers) according to availabilities and Requirements.
- Supervise orders and arrange stocking of raw materials and equipment to ensure they Meet needs.
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and Mutual satisfaction.
- Plan and track the shipment of final products according to customer requirements.
- Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management.
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Comply with financial policies and regulations.

INTERESTS

  
Songs

  
Cricket

  
Football

REFERENCE

- Available upon request

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

DECLARATION

Gender	: Male
Date of Birth	: 19/10/1991
Nationality	: Indian
Marital Status	: Married
Permanent Address	: Moonnuthengil (Pushpavilasam) Kerala, India

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

ANOOP CHANDRAN