



Anil Chandran

Accountant

CONTACT



+971 567181650



anil.puthukavil@gmail.com



Alquoz 1, Dubai,UAE

EDUCATION

MBA, Finance

Bharathiyar University

Year : May 2014

Bachelor of Commerce

Calicut University

Year : March 2010

Higher Secondary Education

Kerala Board of Education

Year : March 2006

SSLC

Kerala Board of Education

Year : March 2004

EDUCATION

COMMUNICATION - Interpersonal skills- verbal, problem solving and listening skills in any administrative role

SERVICE - Having focused approach skills includes 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

PROFILE

I am an experienced accountant with over five years of experience in the industry. To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

WORK EXPERIENCE

Accountant Executive, **NaturUp Food and Beverages, Kerala, INDIA**

Nov 2021 - May 2023

Key Responsibility

- Reconciling the company's bank statements and bookkeeping ledgers
- Scheduling online selling product through Amazon and filpkart
- Reconciling the company's payable and receivable accounts on the daily basis
- Communicating the Creditors and Debtors for payment related issues.
- Arranging and organizing the Purchase and sale invoices properly into the files daily basis.
- Assist Tax Consultant for the monthly GST return filing process.
- Providing confirmation for the monthly GSTR Sales and Purchase
- Maintaining accurate financial records.
- Ability to keep documents and data well organized.
- Assisting and providing necessary data to the Auditing Team for the Yearly financial Statement preparation.
- Keep Bank Accounts up to date by posting day-to-day transactions
- Create the inventory report for the preparation of the monthly P/L Statement.
- Capable for handle the cash inward and outward and Bank deposit too.
- Ability to keep documents and data well organized.
- Basic knowledge of banking, E- way bills and other similar work.
- Record all expenses and review those expenses & keep the track of expenses every month.
- Assist and able to do for Cash Flow Statement.
- Good command over MS-Excel & MS-Word

Cashier Cum Customer Service Agent, **ENOC, Dubai**

Jan-2015 - Aug 2021

Key Responsibility

- Greets and welcomes customers on arrival at the store.
- Able to handle site cash and cash reconciliation.
- Able to do the supplier purchase invoice daily basis.
- Able to do the shift take over and hand over.
- Communicating through phone and e-mails for enquiries coming to office
- Able to Process the card payments through VeriFone Machine
- Able to manage and supervise the sales representatives and assistants
- Work with sales team when closing sales.
- Informing customers about sales, promotions and policies demonstration.
- Able to record and conduct the stock inventory
- Ensures all customers' queries are attended to in a professional manner.
- Receiving the stock from the supplier as per company guideline
- ensuring the customer satisfaction.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.

COMPUTER SKILL

- MS Office Word, Excel
- Tally ERP, Prime Version
- QuickBooks Online
- ZOHO Book
- Computer Hardware

LANGUAGE

English	<div><div></div></div>
Hindi	<div><div></div></div>
Tamil	<div><div></div></div>
Malayalam	<div><div></div></div>
Arabic	<div><div></div></div>

KEY SKILLS

- Multi-tasking Ability
- Innovative
- Inter-Personal Skills
- Reasoning Ability
- Confidentiality
- General Math Skills
- Time-Management Skills
- Problem Solving Ability

TRAINING RECEIVED

- Environmental Health And Safety - ENOC Dubai
- Fire Fighter Training- Dubai Civil Defense
- New Employee Training Program - ENOC Dubai
- Basic Food Hygiene Training - ENOC Dubai

PERSONAL DOSSIER

- Date of Birth: 5th August, 1988
- Nationality: INDIAN
- Marital Status: Married
- Passport number : U0804894
- Date of Expiry : 03-08-2030
- Place of Issue : DUBAI

Office cum Admin Assistant, **ENOC Head Office, Dubai**

- ENOC Group HR
- ENOC Group Finance
- ENOC Group NBD, SSC.
- ENOC Retail Auditing
- ENOC Group EHS

Junior Accountant, **Friends Auto Garage, Kerala, INDIA**

Jul-2013 - Jan 2015

Key Responsibility

- Able to do the Bank reconciliation on daily basis
- Handling Purchase invoices update
- E-filing of VAT returns to Sale Tax
- Assist the accounting team regarding service taxation
- manage the stock and keep accurate stock inventory of the company.
- Carried out data entry, book keeping, Daily billing and invoicing
- Capable for handle daily cash inward and outward and bank deposit too.
- Examining bank statements and reconciling them with general ledger entries
- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
- maintained computerized book keeping as well as manual booking
- Generating invoices in the company's software on a day-to-day basis

Accountant, **Kuriappilly Marbles shop in Kerala, INDIA**

Feb-2012 - Jun 2013

Key Responsibility

- Monthly Stock checking and Inventory management.
- Check and verify Bank reconciliation.
- Advance Taxation for releasing the container.
- Maintained accounts receivable and payable
- Managed daily cash statement
- Maintained manual book keeping of the company.
- Handle cash transaction of the company from Debtors and Customers.
- Ensure timely bank payments.
- Analyzing data collected in order to determine the state of the company's financial health

Assistant Accountant, **Unnikrishnan & co, Kerala, INDIA**

Sep-2010 - Jan 2012

Key Responsibility

- Manage accounting entries of different companies
- Able to do the Journal, Ledger entries.
- Entering the Purchase and Sale invoice to the company Software
- Do the Manual and computerized Bank Reconciliation.
- Checking and creating Bank book and Cash book entries
- Assisting in Finalization of Financial Statement of the Clients
- VAT Taxation of all customer monthly and Quarterly
- E-Filling of VAT Return to Sales Tax monthly and Quarterly basis
- Inventory book Clearing every monthly
- Expenses Monitoring and fling
- Calculating the VAT Tax Payable figure and paying to Govt.

DECLARATION

I hereby declare that the contents of my resume are accurate to the best of my knowledge and verify their authenticity.

Anil Chandran