



# SUNILL KUMAR JAYACHANDRAN

ACCOUNTANT GENERAL CUM ADMINISTRATOR

Skilled accountant cum administrator with 5 years and 5 months of experience in bookkeeping, accounts receivable and accounts payable, Bank reconciliation, Journal and Ledger entries, Cash Flow, AML, VAT and Expert in data entry, financial reporting, scan, copy and store documents in physical or digital, review and maintain the accuracy of the records and editing where necessary up to date, Government and Bank related works, Maintaining confidentiality around sensitive documentation

## Personal Info

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[SUNILL\\_KUMAR22@YAHOO.CO.IN](mailto:SUNILL_KUMAR22@YAHOO.CO.IN)

AJMAN, United Arab Emirates

ID Number

784199102183680

Nationality

Indian

Date of birth

22/09/1991

## Skills

- Microsoft Office
- AML AND VAT PREPARATION
- BOOK KEEPING
- PAYROLL ADMINISTRATION
- CASH FLOW ANALYSIS
- JOURNAL AND LEDGER ENTRIES
- CASH AND BANK RECONCILIATION
- ADMINISTRATIVE SUPPORT
- INVOICING AND BILLING
- WINGOLD SOFTWARE DOCUMENTATION - BUSINESS, GOVERNMENT AND BANK RELATED

## Languages

- English
- Hindi
- Tamil

## Education

### B.COM COMMERCE, SRM ARTS AND SCIENCE COLLEGE (70%)

April 2011 - April 2014

### 12TH, MODERN SENIOR SECONDARY SCHOOL (52%)

March 2009 - March 2010

### 10TH, MODERN SENIOR SECONDARY SCHOOL (58%)

March 2007 - March 2008

## Work Experience

### ACCOUNTANT GENERAL CUM ADMINISTRATOR, YES WE JEWELLERY LLC, Ajman City

September 2018 - February 2024

- Reconciled bank accounts and general ledger accounts on a monthly basis.
- Profit and Loss accounts.
- AML, VAT, Balance Sheet, Petty Cash, Cash Handling and Barcoding.
- Payments issuing and Receiving Payments.
- Billing and Invoicing.
- Cash flow, Expenses Data, Net Worth and Assets.
- Stock Receiving and Stock Checking.
- Copy, scan and store documents.
- Manage requests for documentation.
- File documents in physical and digital records and ensure appropriate storage.
- Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date.
- Manage the processes around documentation within the organization.
- Maintain confidentiality around sensitive documentation.
- Government and Bank related documentation preparation.

**SENIOR RELATIONSHIP MANAGER, ROBINHOOD LIFE INSURANCE PRIVATE LIMITED, Chennai**

January 2017 - September 2018

Insurance Advisor and Investment Advisor

Renewal of Life Insurance Policies

Claiming and Settlement of Life Insurance Policy

**SENIOR RELATIONSHIP MANAGER, RELIANCE NIPPON LIFE INSURANCE COMPANY LIMITED, Chennai**

January 2016 - December 2017

Insurance Advisor and Investment Advisor

Renewal of Life Insurance Policies

Claiming and Settlement of Life Insurance Policy

**TECHNICAL EXECUTIVE, HITACHI PAYMENT SERVICES PRIVATE LIMITED, Chennai**

January 2015 - December 2016

Providing Technical Support of the POS Terminal Machine to the Clients over Call and Arranging Field visit

Checking POS Payment Issues

**CUSTOMER SUPPORT, SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED, Chennai**

January 2014 - December 2015

Customer Support to our passengers for rescheduling their flight date and cancelation of tickets

Making new bookings and providing extra service related to flight bookings

Courses

**THE ULTIMATE GUIDE TO MONEY LAUNDERING AND AML COMPLAINTS, FINANCIAL CRIME ACADEMY (100%)**

July 2023