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NEW GOLD SOUQ A BLOCK 405,
AJMAN 2534



[Bold Profile](#)

EDUCATION

Associate of Arts: COMMERCE
**SRM ARTS AND SCIENCE
COLLEGE**, CHENNAI, INDIA,
April 2014
GPA: 70%

High School Diploma
**MODERN SENIOR SECONDARY
SCHOOL**, CHENNAI, INDIA,
March 2010
GPA: 52%

High School Diploma
**MODERN SENIOR SECONDARY
SCHOOL**, CHENNAI, INDIA,
March 2008
GPA: 58%, Interested in
Computers. Both Hardware
and Software. Interested in
Learning Human Relations &
Management, Interested in
Psychology & Technologies

LANGUAGES

English

Bilingual or Proficient (C2)

Hindi

SUNILL KUMAR JAYACHANDRAN

PROFESSIONAL SUMMARY

Would like to take more responsibilities, aspire to be recognized for qualitative work to learn and enjoy the benefit of the hard work. Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

Adept at managing budgets, payroll, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines.

SKILLS

- Advanced in Microsoft Word, Excel and Power Point.
- Basic Programming in Java, Visual Basic, HTML.
- Skilled at Troubleshooting Hardware Problems.
- Computer Assembling and Configuring.
- Skilled at MS-Word, Power Point, Excel and Access.
- Handling CRM tools.
- Tax Preparation
- Bookkeeping
- Payroll Administration
- Tax Return Filing
- Cash Flow Analysis
- Financial Reporting
- General Ledger Entries
- Account Reconciliation
- Account Reconciliation Processes
- General Ledger Accounting
- Bank Reconciliation
- Accounting and Bookkeeping
- Administrative Support
- Payroll Management
- Payroll Processing
- Customer Relations
- General Ledger Management

WORK HISTORY

September 2018 - Current

YES WE JEWELLERY LLC - Accountant, Ajman, United Arab Emirates

- Stock control, Barcode, VAT filing, Payments and receiving gold and cash from and to the suppliers
- Voucher issuing, regularly confirming current balance with the suppliers.
- Reconciled accounts and reviewed expense data, net worth, and assets.

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Arabic

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- Consults with clients and prospective clients to assess insurance needs, budget, financial planning goals, and other relevant details

- Provides rate quotes and coverage recommendations; assists with long-term planning
- Assists with completion of application and other necessary paperwork; obtains underwriting approval
- Worked in Robinhood Insurance Brokers Private Limited as Senior Relationship Manager-
- Financial Planning from
- Researched current trends to identify prospective customers and determine specific needs.
- Implemented and regularly reviewed financial controls to generate accurate and reliable financial data.
- Improved overall financial reporting by streamlining control processes and reporting structures.
- Prepared cash flow projections, cost analysis and monthly, quarterly and annual reports.

January 2015 - January 2016

Hitachi Payment Services Pvt - Executive, CHENNAI, INDIA

- The Point of Sale (POS) Technicians are trained professionals who are involved in the day-to-day operation of technology applications and equipment
- They Provide desk-side assistance in resolving technology support issues
- They Perform installations, repairs, upgrades, backups, and other maintenance tasks
- Implemented company policies, technical procedures and standards for preserving integrity and security of data, reports, and access.
- Utilized appropriate financial tools to manage accounts payable and receivable.
- Introduced new methods, practices, and systems to reduce turnaround time.

January 2014 - December 2015

Sutherland Global Service - Customer Support, CHENNAI, INDIA

- The customer service representative is expected to be friendly, prompt, and courteous
- You will provide assistance for people who are checking-in, making reservations, rebooking a flight, and checking in baggage.
- Updated and maintained current customer support database.
- Monitored inbound calls to provide quality customer support.
- Provided primary customer support to internal and external customers.
- Answered customer support inquiries via specialized ticket tracking platforms.
- Provided customer support and technical support to customers daily.
- Solved moderately complex issues while maintaining top-quality customer support.
- Assisted customers over telephone or in-person to provide customer support.
- Used AI to provide customer support, identify clients and submit incident reports.
- Led and executed customer support team strategy to reach company support goals.

ACCOMPLISHMENTS

- Optimistic
- Good Inter-Personal and Organizational Skills

- Ability to maintain a cool head in adversity
 - Participated in Seminars in College Level
 - Leadership Qualities
 - PROJECTS
 - Submitted a Project on (BSIM) to NIIT
 - Undergone Business Systems in Information and Management (BSIM) @ NIIT.
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INTERESTS

HOBBIES , Surfing the Net, Reading Books, Drawing, Painting and Sketching.

CERTIFICATIONS

- THE ULTIMATE GUIDE TO MONEY LAUNDERING AND AML COMPLIANCE - FINANCIAL CRIME ACADEMY - 4.5 HOURS