



MANJUSHAS CHANDRAN
Accountant

CAREER OBJECTIVE

To become a part of the organization where I can apply my knowledge, enhance skills and be able to contribute growth and success of the organization. Now looking for a suitable position with an organization which offers genuine room for progression and where I can make a significant contribution.

PERSONAL DETAILS

☎ : +971 561541934
✉ : manjushas730@gmail.com
📍 : Al Qusais Dubai - UAE
Nationality : Indian
D.O. B : 21/05/1989
Gender : Male
Marital Status : Married
Driving License : UAE Valid Driving License
Visa status : Visit visa

ACADEMIC CREDENTIALS

2010 Bachelor of Commerce (B. Com)
Calicut University
2006 Accountancy and Auditing (V.H.S.E)
Vocational Higher Secondary
Board - Kerala, India

WORK EXPERIENCE

ACCOUNTANT | January 2021 - March 2023

OK Decoration & Building Maint.Co. LLC & OK Transport Equipment Rental LLC - Dubai

KEY RESPONSIBILITIES

- VAT computation and filing, Quarterly VAT return to the FTA
- Arrange payment terms with Customers and Suppliers
- Reconciliation of Customers / Suppliers accounts and resolving discrepancies if any
- Recording, Handling and reviewing Petty cash
- Processing and Issuing employee monthly pay slip and ensuring the release of salaries through WPS with proper documentation
- Handling purchases and preparing purchase order against the Approved Quotations
- Preparation of cost reports by project wise
- Proficient in Bank Reconciliation Statements
- Prepare and make the payment of Monthly bills Dewa, Etisalat etc
- Prepare Tenancy contracts and upload in to the Al Wasl site for Ejari
- Preparation of various MIS reports to the Management
- Preparation of final accounts (Balance sheet, P&L account & Cash flow statement)
- Dealing with Banks and handling banking facilities
- Recording and updating vehicle registration, Insurance and salik
- Monitoring and maintaining all staff's documents, Visa and Insurance
- Reconcile Accounts payable & Accounts Receivable ledger to ensure that all bills, invoices are accounted for and properly posted
- Prepare age wise analysis and monitoring customer account for non-payment & delayed payment

ACCOUNTANT | November 2014 - December 2020

Hassan Al Amir Group Of Companies (Abna Al Amir Contracting LLC & Hassan Al Amir Real estate LLC) - Dubai

KEY RESPONSIBILITIES

- Prepare and review Payroll accounting, Leave salary, Gratuity and other calculations
- Complete monthly cash flow analysis
- Maintain account ledgers by posting transactions
- Maintain Financial historical records by filing accounting documents
- Prepare and Issue customer invoices and account statements
- Prepare financial reports by collecting, analyzing and summarizing account information and trends
- Reconciling Accounts Payables & Receivables and Managing all Accounting transactions
- Monitor and review sub-contractors' contracts and commitments
- Monitor and follow up receivables of lease rentals & VAT due of tenants.
- Prepare property related expenses monthly for payment purposes
- Prepare and update receipts of tenants like Rent, Utilities and Deposits etc.
- Keeping a record of all project for internal/external auditing and tax purposes
- Ability to multi task and work in a fast-paced environment
- Prepare reports for monthly and yearly accounts closing and send to the Management
- Follow up for due payments with customers
- Verify and investigate discrepancies if any, by reconciling vendor account and monthly statements
- Compute taxes and prepare quarterly VAT returns to the FTA

SKILLS

- ❖ Tally ERP 9
- ❖ Money Management
- ❖ Maintaining files
- ❖ Receivables & payables
- ❖ Bank reconciliation
- ❖ MS office
- ❖ Communication skill
- ❖ Interpersonal skill
- ❖ Financial analysis
- ❖ Cost control and budgeting

ACCOUNTS CLERK | April 2012 - October 2014

Carrefour Hypermarket LLC

- Preparing and maintaining accounting documents and records
- Providing accounting and clerical to the accounting department
- Preparing Bank deposits, General ledger posting and statements
- Function in accordance with established standards, procedures and applicable laws
- Prepare LPO's and send to supplier via mail or fax for the next day delivery
- Comparing purchase order with invoices and packing list (Quantity, Quality & Price etc.)
- Prepare Goods return voucher for incorrect or unsatisfactory items
- Inputting data in to the computer and keep tracking of inventory levels to ensure that companies have enough supplies on hand
- Coordinate with inventory department for stock taking and maintain stock valuation

ACCOUNTANT | January 2011 - February 2012

Manappuram Finance Pvt Ltd - Kerala, India

ACCOUNTS ASSISTANT | April 2010 - November 2010

Matrix Tiles & Pavers (Manufacture of tiles) - Tamil Nadu, India

- Prepare customer invoices based on deliveries in accordance with delivery notes and sales orders
- Prepare debit notes/credit notes as required
- Prepare customer due statements and forward to them on regular basis
- Follow up for payments on due dates in line with agreed payment terms
- Arrange for collection of payment ageing
- Preparation of various reports as required by Management
- Controlling and Administration of overall office activities
- Maintain attendance of employees and prepare monthly payroll

LANGUAGES

❖ English

❖ Hindi

❖ Malayalam

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

MANJUSHAS CHANDRAN