

# SACHIDANANDAN

Asst. Accountant/Logistics



## CONTACT DETAILS

- +971-55-5918503
- sachin2143@gmail.com
- Dubai/UAE

## KEY SKILLS:

- Customer Service.
- Inventory Management.  
(Delivery In-Out & discrepancy checking)
- Merchandising Strategies.
- Business Acumen.
- People Management.
- Logistics Co-ordination With in the company and Customers.
- Debt Collection.

## TRAINING ACCOMPLISHED

- Computerized Accounting.
- TALLY ERP Course Completed
- Hardware and Networking.

## ABOUT ME

*Hardworking and ambitious individual who is results oriented and committed to growing a business from within. Competent at multi-tasking and able to manage various projects, tasks, and priorities promptly. Articulate communicator; accustomed to developing and maintaining positive relationships with all levels of individuals of diverse backgrounds*

## PROFESSIONAL SKILLS

- Excellent communication Skills
- Ability to work under pressure
- Punctual & Fast learner
- Self-motivated & Energetic

## EXPERIENCE

Assistant Accountant & Shipping and Logistics Co-Ordinator.  
Al Wafa General Trading CO.LLC, Dubai/UAE/ Aug, 2013 – Present

### Duties and Responsibilities:

- Responsible for monitoring the weekly purchasing reports to make sure that there were no duplicates.
- Worked closely with departmental managers to help create accurate budgets.
- Worked closely with warehouse management to make sure that proper product levels were always maintained.
- Responsible for maintaining purchasing levels and making sure that all purchases were properly approved.
- Maintained sales pipeline records and updated as required.
- Performed troubleshooting to anticipate account complications and client queries.
- Maintained and updated relationship maps for current and prospective clients.
- Stock maintaining Physically and computerized.
- Database pupation of stock and price.
- Adheres to Accounting Department Policies and procedures for processing payments of all invoices and Reimbursements.
- Assists with preparing accounts payable information for annual audit. Assists internal and external auditors as it relates to accounts payable functions.
- Ensure general ledger entries are accurate and are in line with company procedure & internal Accounting standards.

## EDUCATION

- B. Com- Bachelor of Commerce  
(University of Calicut, Kerala. India)
- Advanced Diploma in  
Accounting  
(Accountants Academy Kerala, India)
- VHSE – Higher Secondary  
Education  
(Board of higher secondary education  
Kerala, India)
- SSLC- Secondary School Leaving  
Certificate  
(Kerala State Education Board)

## PERSOANAL DETAILS

D O B: 23rd Dec 1987

GENDER: Male

MARITAL STATUS: Married

LANGUAGES KNOWN:

English, Hindi, Malayalam

NATIONALITY: Indian

VISA: WORK VISA

DRIVING LICENSE: LMV-4322943  
(UAE)

## Assistant Accountant

JAYCEES COMPUTERS. PALAKAD. INDIA /Dec, 2012 – July, 2013

### Key Activities & Other Functions:

- Completion of month end trial balance and profit & loss Account reports to the group finance manager & Divisional manager before cutoff date.
- Cash flow management to meet ongoing cash needs of the division.
- Supervision of overall accounting transactions for billing/settlements/purchases etc.
- Monthly Bank reconciliations
- Monthly Staff's Payroll Preparation.
- Staff's Leave salary and Gratuity calculations.
- Salesman's incentive tracking & preparation
- Ensure general ledger entries are accurate and are in line with company procedure & internal Accounting standards.
- Prepare cheques to various suppliers.
- Customer's receivables outstanding Verification.
- Processes employee reimbursements, petty cash, and general ledger transactions.

## Junior Accountant

Digital Way Computers / Kerala. India / May,2012 – Nov,2012

### Duties and Responsibilities:

- Manage all petty cash and office supply expense accounts.
- Customer's receivables outstanding Verification.
- Preparation of bank reconciliation statement.
- Implemented the different accounting packages.
- Daily Receipt vouchers and petty cash vouchers entry in systems.
- Handling Cash Management Issues, through Review & Updating system.
- Preparation of Monthly incentives for Sales men.

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## DECLARATION

I hereby declare that the above particulars of facts and information stated are correct to the best of my belief and knowledge.