

## SARATH CHANDRAN

FINANCE I ACCOUNTS I AUDIT I TAXATION

CONTACT sarathchandrancnair@gmail.com

Al Karama

ADDRESS

DOB: 20/11/1996

DUB: 20/11/

PASSPORT NO: S2922254

**MARITAL STATUS: SINGLE** 

PERSONAL INFORMATION

No R6

Mob: +971501384365 +919745887035 Building No R6

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### ABOUT ME

Versatile, skilled and detail oriented **CMA finalist**, having 2+ years of experience in the field of Accounts, Finance, Audit, Taxation & Business regulatory Compliances. Wish to realize my potential and discover new horizons in the field of Finance & Audit and to utilize the perfect blend of my active experience and creativity.

# EDUCATION

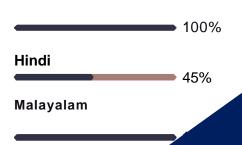
- ICMAI Finalist, Cost and Management Accountant (CMA Intermediate) from Institute of Cost and Management Accountants of India.
- Post Graduation in Master of Commerce from Bharathiar University
- Graduation in Bachelor of Commerce from University of Calicut
- Accounts & Book keeping Services in Tally Gold ERP

#### **SKILLS**

- Financial Accounting
- Financial Reporting
- Financial Analysis
- Auditing
- Microsoft Excel (Hlookup ,Vlookup Etc... )
- Handled variety of Accounting & ERP Software's Eg;TALLY etc.
- Project Management
- Internal Control Evaluation & Recommendation
- Team Leading & Interpersonal Communication
- Basic Knowledge in UAE VAT

#### **LANGUAGE**

**English** 



### **EXPERIENCE**

### Vaishnavi Granites, Tiles & Sanitaries

Accountant — 1 years and 2 Months

- Processed company documentation, such as invoices and payment checks.
- Prepared invoices, expense reports, and payment memos.
- Performed data processing in MS Excel.
- Performed accounting procedures and utilized accounting software programs to process business transactions.

#### **Profinz CMA Educare Pvt Ltd**

Article Assistant — 6 Months

- Dealt with Audit of different variety of business industries like educational service providing entities.
- Handled full spectrum of financial accounting role Eg. A/R, A/P, G/L, forecasting, budgeting etc. till finalization.
- Timely preparing and consolidated financial statements, preparing cash-flow management reporting.

### Tally Tech

Tally Assistant\_\_\_\_\_\_6 Months

- Prepare accurate tally reports including efficient preparation and distribution of tally sheets to relevant parties.
- Responsible for maintaining day to day accounting Knowledge of working on tally, excel.
- Handling Petty Cash records.
- Making Vendor Payments.
- Knowledge of Payroll Processing.
- Bank Reconciliation.
- Preparation of invoice, bank, journal, purchase, contra & sales entries.

#### REFERENCE

#### PROFINZ CMA EDUCARE PVT LTD

Mr. ANOOP N G

Cost & Management Accountant

*Mob No* : +919495633294

# VAISHNAVI GRANITES, TILES & SANITARIES

Mr. MIDHUN SATHYAN

Accountant

Mob: +918592998261

*Gst* :32ABRPB1559R1Z7

# TALLY TECH ACCOUNTS & BOOK KEEPING

Mr. JINESH

Senior Accountant

*Mob No* : +918891890892

#### **ACHIEVEMENTS**

Scored 60+ Marks in Cost Accounting, Law & Ethics, Indirect Taxation & Company Accounts & Audit