




# SARATH CHANDRAN

FINANCE | ACCOUNTS | AUDIT | TAXATION

## CONTACT

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 +919745887035

## ADDRESS

Al Karama

Building No R6

## PERSONAL INFORMATION

DOB: 20/11/1996

PASSPORT NO: S2922254

MARITAL STATUS: SINGLE



## 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

 100%

Hindi

 45%

Malayalam



## EXPERIENCE

### **Vaishnavi Granites, Tiles & Sanitarries**

*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