

# Anil Chandran

(Job seeking: Accountant | Cashier | Any suitable post related to the Office Asst./HR Asst.)

Dubai, UAE

+971 56 246 2406 | +971 58 983 9700

+91 8138 815081 (India)

anil.puthukavil@gmail.com

www.linkedin.com/in/anil-chandran-b50121297

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## PROFILE SUMMARY

Highly motivated and detail-oriented Accountant with **6+ years** of experience in **financial operations, accounts payable & receivable, VAT filing, auditing assistance, and bank reconciliations** in INDIA and **6+ years** of experience in **Cashier cum Customer Service Agent** at ENOC, UAE. Skilled in utilizing **Tally Prime, Quickbooks, Zoho, Cloud Live Software and MS Office** to optimize accounting processes.

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## KEY SKILLS

- VAT Filing knowledge
  - Accounting upto finalization
  - Reconcile AP & AR
  - GL accounting
  - Administrative Support
  - Documentation & Report Preparation
  - Bank Reconciliation (BRS)
  - Petty cash handling
  - Customer service
  - Tax preparation & Return Filing
  - Cash book reconciliation
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## EDUCATION

- MBA - Finance | Bharathiar University (2014)
  - Bachelor of Commerce | Calicut University (2010)
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## WORK EXPERIENCE

### TAXMASTER, INDIA

Jul 2023 - Jun 2024

#### Accountant

- Record daily financial transactions in the accounting software and ensure accuracy.
- Assist in preparing of financial statements (Income statements, balance sheets) reports.
- Reviewed invoices for accuracy and completeness prior to payment processing.
- Oversaw accounts payable (AP) & accounts receivable (AR), ensuring timely processing and reconciliations.
- Prepare TDS report, Payment and Return Filing monthly.
- Maintained the general ledger and processed monthly closing entries.
- Preparation, Set off and return filing of GSTR 1 and GSTR 3B on time.

### NATURUP FOOD AND BEVERAGES, INDIA

Nov 2021 - May 2023

#### Accountant Executive

- Managed day-to-day financial operations, ensuring seamless handling of purchase entries transactions.
- Prepared and sent quotations, LPOs, and ensured timely follow-ups.
- Reconcile accounts payable and receivable on daily basis.
- Ensuring operations are carried out in appropriate, cost-effective way.
- Conducted bank reconciliations to maintain accurate financial records.
- Assisted in GSTR filing and audit processes, ensuring regulatory compliance.
- Handle petty cash management and ensure proper documentation.

### EMIRATES NATIONAL OIL CO., UAE

Jan 2015 - Aug 2021

#### Cashier Cum Customer Service Agent

- daily fuel data recording to company oracle system.
- Supervising the duty staff for the smooth operation.
- Provided excellent customer service while promoting loyalty programs to increase sales potential.
- Operated cash register (POS) efficiently and accurately.
- Followed company security procedures for handling large sums of money.
- Issued receipts, refunds, credits or change due to customers.
- Answered customer enquiries regarding store policies and procedures.
- Adjusted bills and refunded money to resolve customers' service or billing complaints.

**FRIENDS AUTO GARAGE, INDIA****Jul 2013 - Jan 2015****Junior Accountant**

- Assist in year-end audit processes, including preparing schedules as requested by auditors.
- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts payable & accounts receivable and perform reconciliations.
- Monitors and Maintains inventory report monthly and record stock in & out.
- Pays invoices by verifying transaction information.
- Analysing financial documents to verify data and mathematical accuracy.
- Coordinated timely payments to vendors (supplier), clients.
- Assisted in preparing monthly financial statements.

**KURIAPILLY MARBLE, INDIA****Feb 2012 - Jun 2013****Accountant**

- Paying advance tax to govt. for release the container from shipard customs.
- E-filing of monthly VAT returns to Sale Tax.
- provide stock reconciliation report to company for monthly & yearly.
- Capable for handle the daily cash inward and outward as well as petty cash of the company
- Maintained computerized book keeping as well as manual booking
- Assist in maintaining accurate financial records, invoices, and payments.

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**COMPUTER SKILLS**

- Tally ERP 9/Prime
- Quick Books Online
- ZOHO Book (Basic)
- Cloud Live Software
- MS Office Word, Excel
- Computer Hardware

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**LANGUAGES**

- English
- Hindi
- Malayalam
- Tamil

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**PERSNAL INFO**

- Date of birth : 05-08-1988
- Nationality : Indian
- Marital status : Married
- Passport No : U0804894
- Passport Validity : 03-08-2030
- Visa Type : Visit Visa
- Visa Validity : 16-04-2025