



ANOOP SADANANDAN

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Address § Rainbow Building, Jurf Industrial-2, Ajman,UAE

OBJECTIVE

Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute.

To obtain a suitable position as an Senior Accountant where I can utilize my experience to carry out my duties and to develop a successful career in order to benefit the company.

SUMMARY

- Recognized as a creative and practical problem solver.
- Known for strong communication, teamwork, planning and organizational skills, and ability to take ownership and manage groups.
- Proficient in preparation of various Summaries such as sales, purchase, working capital, etc
- Inputting of supplier invoices and employee expense claims to the ledgers.
- Debtor and Creditor reconciliations.

EDUCATION

SSLC

Kerala State Board

Plus Two

Kerala State Board

B com

MS University

TECHNICAL SKILLS

- DCFA(Diploma in Computerised Financial Accounting)
- Strong Accounting knowledge and background
- Strong Analytical ability
- Advanced knowledge of Accounting package Tally & ERP
- Proficient Knowledge in M.S Office

- ERP Multivision
- ERP Trendz Finance and Hcm.

WORK EXPERIENCE

AJ Tax Consultancy,Ajman,UAE

2020 — Till Present

Financial Analyst

- Responsible for tracking a company's financial performance against a plan
- Report on financial performance and prepare for regular leadership reviews
- Work closely with the accounting team to ensure accurate financial reporting
- Working in VAT(Refund for UAE Nationals Building New Residences)
- Preparing and filing of VAT returns periodically, without fail
- Economic Substance Regulations (ESR UAE) Notification filing in MOF(Ministry of Finance)
- Estimate and track tax returns
- Functioning as the head of the team for preparing the tax returns and books of accounts

Classic Fashion Apparel Industry
Ltd(Corporate Office) Al Hassan Industrial
Estate,P.O Box 54,JORDAN

Aug 2015 — Dec 2019

Chief Accountant

- Maintain general ledger and all books of accounts up to Final accounts
- Perform internal audits and submit detailed recommendations to Accounts Manager and GM Finance, identifying potential problems, excessive spending and solutions for the same.
- Verification of data and Maintenance of Outstanding reports for debtors and creditors.
- Generate and Maintain of sales inventory report.Conductmonthly reconciliations of Goods and Invoices received, reconciliation of expenses, accounts payable/receivables.
- Preparing all type of Prepaid Schedule (Prepaid Rent, Prepaid Service Charges, Etc.
- Handling All Type of Utility Bills, and vouching all bills Controlling all expenses
- Handle Supplier queries/feedback as well as resolving their problems.

West Zone Fresh Supermarket L.L.C (West
Zone Group Head Office) P.O.BOX 32795
Dubai, U.A.E

Feb 2013 — Feb 2015

Assistant Accountant

- Posting daily invoices from the suppliers according to branch
- Entering bank deposit, visa card & all other internal entries.
- Bank reconciliation, supplier reconciliation & payment voucher preparation and printing cheques.
- Making sales report in (MS EXCEL,ORACLE Software)
- Making of payment
- Petty cash entry

M/s Accounts (Accounts
Contractors),Cochin,Kerala,India

June 2005 — April 2007

Accountant

Nature of Work : Manual & Computerized Accounting

- Control over all Accounting and Financial matters.
- Handling and maintaining Accounts up to Finalization
- Preparation of year ending Schedules and Accounts for Audit
- Reconciliation of: -Bank, H.O, Branches, Debtors, Creditors and Stock
- Maintaining Purchase & Sales including Stock Register.
- Filing of Sales tax Returns.

Reference: P.V. Paulose

M/s Accounts

Ambadi lane,

Cochin-35. India, Ph.0484-2384684

CA Firm in Kerala, India. (Thajudeen & Associates)

Aug 2011 — May 2012

Audit Assistant

- Performed Accounting and Auditing Function
- Prepared Reconciliation's Statements of Banks, Debtors, Creditors etc
- Auditing of Ledger, Cash Books, Daybooks etc. both in manual and computerized system
- Performed monthly and yearly charts of different ratios of accounts
- Prepared all type of Income Tax Returns
- Prepared Trading, P&L Accounts and Balance Sheets of different concerns like Proprietorships, Partnership Firms, Companies, Co-operative Societies, Trusts etc.

PERSONAL DETAILS

Date of Birth : 22.07.1987

Gender : Male

Father's Name : Sadanandan

Nationality : Indian

Marital Status : Married

Languages Know : English, Hindi, Malayalam & Tamil

INTERESTS

Reading Books,
Cricket,
Travelling & Music.

PASSPORT DETAILS

Passport No : U4578885
Date of Issue : 17.08.2020 (Renewed)
Date of Expiry : 16.08.2030
Place of Issue : Cochin

DECLARATION

Here by I submit that all the details above mentioned are true and correct in my knowledge and belief.

Sincerely,

Anoop sadanandan