



ANANDU SAGAR

Dubai,UAE

Phone no:+971 50 610 3844 | anandu.sagar@outlook.com

## Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization. Provident in providing accurate information regarding the financial records, financial accounting system and process.

## Experience

- **T N RAJAN AND ASSOCIATES,TAX CONSULTANCY** FEBRUARY 1 2022 - JULY 29 2022  
ACCOUNTANT TRAINEE
  - .Monthly GST calculation and Return filing
  - .Uploading Monthly Sale and Purchase
  - .Bank Reconciliation
  - .E way Bill
  - .Vat Calculation
  - . Ensure Timely Bank payment
  - . Handling monthly, quarterly and annual closing
  - . Reinforce Financial data Confidentially
- **GEORGE JOSEPH AND ASSOCIATES CHARTERED ACCOUNTANT** 8 JANUARY 2020 - 15 JANUARY 2022  
ACCOUNTS ASSISTANT
  - .Working with spreadsheets, sales and purchase ledger journals journals.
  - .Preparing statutory accounts.
  - .Calculating and checking to make sure payments, amounts and records are correct.
  - .Sorting out incoming and outgoing daily post and answering any queries from customers
  - .Managing petty cash transactions.
  - .Controlling credit and chasing debt.
  - .Reconciling finance accounts and direct debits.
  - .GST filing
  - .Assist with day-to-day operations of the Finance department, including filing, report generation, budget review, etc.
  - .Process weekly payroll accurately and timely.

## CORE COMPETENCIES

- .Cash Management
- .Monetary Analysis
- .Bank Statements
- .Account Payable
- .Account Receivable
- .Petty cash transactions

## Education

- **M G UNIVERSITY KERALA** 2015-2018  
B.COM (FINANCE AND TAXATION)
- **STATE COOPERATIVE UNION** 2019  
HDC AND BM

## Skills

- M S WORD, M S EXCEL, TALLY ERP

## Projects

- **EVALUATION ON SBI SBT MERGING**  
Analysed and studied Customer Satisfaction using Questionnaire

## CERTIFICATION

- . Tally and M S office from ORIENTAL COLLEGE OF COMPUTER SCIENCE
- .HDC in Corporation from STATE COOPERATIVE UNION
- .UGC Seminar on INNOVATIVE MANAGEMENT STRATEGIES from SVR NSS COLLEGE

## Reference

- **GEORGE JOSEPH - "GEORGE JOSEPH AND ASSOCIATES "**  
CHARTERED ACCOUNTANT  
gkjassociates@yahoo.com  
9447100621
- **T N RAJAN - "T N RAJAN AND ASSOCIATES "**  
TAX CONSULTANT  
rajantntax@gmail.com  
94471 35530

## Personal Details

- DOB : 25-05-1997  
Gender : Male  
Marital status: Single  
Nationality: Indian  
Languages Known: English, Malayalam, Hindi,Tamil  
Visa status: Visit Visa  
Passport No:V6580653

## Declaration

- I do hereby declare that the above information given by me is true and correct to the best of my knowledge and belief.