

## CURRICULAM VITAE

**CHANDRASHEKAR**

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### OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

### CORE PROFESSIONAL STRENGTHS

- Ability to act and operate independently with minimal direction from manager to accomplish objectives.
- Successful in dealing with customer and company personnel at all levels.
- Quick at learning new concepts and technologies and putting them to use.
- Handle pressure and meet deadlines.
- Excellent in follow-up, time management, problem solving, business innovation.

### PROFESSIONEL EXPERIENCE

**Company: Bangalore Heavy Equipment Spare parts Trading Co. LLC, Sharjah (UAE)**  
**- April 2014 till July 2020.**

**Position: Accountant.**

- ✓ MIS reports (TB, PL & BS) on monthly basis reporting to Managing Director.
- ✓ Preparing all vouchers, handle all payments, attend payment enquiries, handle suppliers and maintain books of accounts.
- ✓ Monthly Bank Reconciliation and Cash Reconciliation.
- ✓ Monitoring the customer's credit review and follow up for outstanding bills of Debtors & creditors.
- ✓ Preparing and processing the salaries through WPS.
- ✓ Computing and processing leave salary & entitlement and / or final settlement if necessary.

- ✓ Handling daily Petty Cash & sales cash, overseas fund transfer.
- ✓ Monthly closing entries like - allocation of prepaid expenses & keep provision for accrued expenses.
- ✓ Monthly invoicing of all pending delivery note.
- ✓ Preparing LPO's for the suppliers / preparing Quotations.
- ✓ Monitoring the daily Sales margin.
- ✓ Monitoring the daily stock movements & inventory.
- ✓ Keep all company sales & purchase records in a systematic for FTA audit & VAT purpose.
- ✓ Preparing the necessary documents & HS Code for clearing the shipment and Air cargo.
- ✓ Keep all company documents up-to-date such as trade license, Insurance documents, fire contracts, all staff & sponsor passport, staff visa, tenancy contracts etc.

**Company: M/s Keshava Balkuraya chartered Accountants, Mangalore, India.**  
**(July 2013 till March 2014)**

**Position: Audit Assistant.**

- ✓ Attend Service Tax filing , maintain client data entry transaction for Income tax filing etc.

**EDUCATIONAL QUALITIFICATION**

Bachelor Degree in Commerce (B.com), Mangalore University, Karnataka.

**COMPUTER SKILLS**

- ❖ Tally ERP - 9
- ❖ MS Office, Word, Excel, Internet and E-mail.

**PERSONAL PROFILE**

Date of Birth: 28-05-1992

Nationality: Indian

Languages: English, Hindi, Malayalam and Kannada.

Passport No: L3568855

Marital status: Single

**DECLARATION**

I hereby declare that the above information furnished are true and correct to the best of my knowledge and belief.