



KARAN CHHABRA

ACCOUNTANT

OBJECTIVE

Possess several years of experience in account management positions, with the ability to comfortably work under pressure in a fast-paced organization. Seeking a challenging position of account manager with Professional Company utilizing ability to manage a portfolio of accounts. Eager to generate new business through referral and maintaining good relationships with clients

CONTACT

PHONE:
+971525095676

EMAIL:
karanchhabra12@gmail.com

HOBBIES

Attend Meeting & Seminars
Reading Books & Articles
Travelling

PERSONAL INFORMATION

DOB – 21 Mar 1994
NATIONALITY – INDIAN
MARITAL STATUS – SINGLE
LANGUAGES KNOWN – ENGLISH, HINDI & SINDHI
VISA STATUS - EMPLOYMENT

EDUCATION

High School from Durga Prasad Vidya Niketan, Gujaini, Kanpur, INDIA – 2010

Intermediate from Durga Prasad Vidya Niketan, Gujaini, Kanpur, INDIA – 2012

Bachelor of Commerce Accounting & Finance C.S.J.M. University 2012 – 2015

Diploma in Tally ERP 9 & MS-OFFICE from DATA EXPERT

WORK EXPERIENCE

Green Castle Trading LLC – Accountant



Accounting Software:- Xpert (From:- Jan 2021 to Present)

Responsibilities:-

- ❖ Receiving, recording, and processing invoices for payments; including routine recalculating of price extensions, due dates, discounts, account codes and payment addresses.
- ❖ Resolving payments discrepancies and disputes on behalf of the company.
- ❖ Demonstrates good-natured behaviors and a cooperative attitude with staff, parents, and outside stakeholders.
- ❖ Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.
- ❖ Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- ❖ Analyze transaction information to identify refunds, delinquent accounts and insufficient payments.
- ❖ Follow up & proper coordination with clearing agents for export & import goods & related documents.
- ❖ Exports facilitate international trade and stimulate domestic economic activity by creating employment, production and revenues.
- ❖ Able to foresee the movement of goods between the home country and other countries.

Qariat Al Shams Contracting LLC - Accountant



Accounting Software: - Quickbooks (From: - Nov 2019 to Dec 2020)
Responsibilities: -

- ❖ Develop written accounting procedures for the operations staff and work with the team to ensure proper implementation and compliance.
- ❖ Preparing accounts and quarterly VAT filing.
- ❖ Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations.
- ❖ Offering guidance on cost reduction, revenue enhancement, and profit maximization.
- ❖ Maintaining the monthly cost of the project to check the profitability according to the duration of the project.
- ❖ Ensure consistent billing and financial reporting at project levels by following best practices.
- ❖ Offer exact invoices to clients and coordinate consultant payments.
- ❖ Monitor accounts receivable and support project managers with collection efforts.
- ❖ Handle sensitive information in a confidential manner.

Blue Coast Real Estate Development - Dubai, U.A.E. – Accountant **Blue Coast General Trading LLC (Sister Company)**



Accounting Software: - Tally ERP 9 (From: - Aug 2017 to Sep 2019)
Responsibilities: -

- ❖ Verification of bills & reconciliation of total turnover and managing bank, debtors & creditors Reconciliation.
- ❖ Preparing reports on accounts payable and accounts receivable and maintaining cash transaction & petty cash book along with day to day cash & bank transactions.
- ❖ Managing purchase, sales, payment, receipt collection & journal voucher.
- ❖ Preparing outstanding list of Debtors & making Payment follow-up, preparing Tax invoices, Vouchers & Agency Payment.
- ❖ Sales & Purchase total reconciliation of accounts calculating VAT.
- ❖ Reconciliation of Bank Statement at the end of month.
- ❖ Vat Filing Quarter VAT calculations.
- ❖ Maintain salary register of Staff & of laborers who are working on the projects.
- ❖ Responsible for administrative services including all aspects of HR management, shipment and payment management.
- ❖ Maintaining updated records of customers and distributors, renewal of trade license, lease agreement and other government related documentations as deemed essential for the business.

Paras Trading Corporation - Kanpur, U.P, India – Accountant

PTC®

Accounting Software: - Busy 16 (Rel. 6.6) (From: - Apr 2016 – Mar 2017)

Responsibilities:

- ❖ Preparing sales invoices & the upkeep of an accurate accounts filing system.
- ❖ Preparation and input of month end journal vouchers.
- ❖ Inputting, matching, batching and coding of invoices.
- ❖ Debtor and Creditor reconciliations.
- ❖ Preparation of various reports for senior managers.
- ❖ Responsible for financial accounts including budgets and cash-flow.
- ❖ Review expense reports and cash advances.
- ❖ Prepare monthly account reconciliation analysis.
- ❖ Post and maintain accounting documents in the database.
- ❖ Ensure invoice payments.

Paras Trading Corporation - Kanpur, U.P, India – Accountant

PTC®

Accounting Software: - Tally ERP 9

(From: - May 2014 – Mar 2016)

Responsibilities:

- ❖ Assisted with general accounting and month-end closing
- ❖ Worked with accounts payable / receivable teams
- ❖ Reconciled balance sheets
- ❖ Reviewed monthly financial statements
- ❖ Maintained accounting & official files
- ❖ Mail the invoices to the regarding clients.
- ❖ Prepare monthly reports.
- ❖ Check and compile the tax returns.

SKILLS

- ❖ Effective Pitching
- ❖ Strong Communication & Interpersonal Skill
- ❖ Pleasant Personality
- ❖ Attention to Details
- ❖ Teamwork & Collaboration

IT SKILLS

Operating Windows	: Microsoft Windows
Word Processors	: Microsoft Word
Spreadsheets	: Microsoft Excel / Accounting Related Systems
Graphics	: Microsoft PowerPoint & Paint
Communication	: Microsoft Outlook