

CURRICULUM VITAE



SANAL.T.S

Personal details

Local Address: Room no 106,
Dar Al Karama Building, Near
West Zone, Al Karama
Dubai, UAE

Email: sanalsadanandan2014@gmail.com

Mobile: +971-581204109

State: Kerala

Nationality: Indian

Sex: Male

Date of birth: 28/01/1995

Marital Status: Single

Passport No: S2022293

Visa Status: Visit Visa

Language known

- English
- Hindi
- Malayalam
- Arabic
- Tamil

Career Objective

MBA Financial Accountant with 4 Year's experience (3 Year's UAE Experience) to work for a progressive organization in a highly motivating and challenging environment that provides the best Opportunities to grow and utilize my potential to the fullest to achieve the organization's goal while achieving my personal goals.

Career History

Saif Engineering LLC, Saif Refrigeration Equipments & Mechanical Works, RAK,UAE (October 2018 to April 2021)

Designation: Accountant cum Showroom Coordinator

- Accounts payable, includes processing invoices, follow up with vendors and resolving discrepancies in a timely manner, vendor maintenance.
- Accounts receivable, including processing payments, processing statement of accounts and collection of overdue accounts and account reconciliation.
- Handling of purchase and sales departments and preparation of various supporting documents like quotations, sales invoices, purchase orders, credit notes.
- Post and process journal entries to ensure all business transactions are recorded
- Make appropriate corrections in vendor accounts and assist marketing and sales team in collecting payments from customers.
- Develop sales and marketing strategies, Implement sales strategies to increase volume of business and Interact with customers and vendors in processing orders.
- Preparing and filing of VAT returns periodically and providing advice on tax planning and VAT.

Kodiyan Tiles & Granites (P) Ltd, Kerala,India (2014 to 2016)

Designation: General Accountant

- Post and process journal entries to ensure all business transactions are recorded
- Performed general office duties and administrative task.
- Make appropriate corrections in vendor accounts and assist marketing and sales team in collecting payments from customers.
- Dealing with any queries from auditors.
- Maintaining balance sheet sub ledgers and performing monthly reconciliations.

Educational Qualification

- 2018 Master in Business Administration specialized major in Financial management from Bharathiar University.
- 2018 Diploma in Master in taxation (VAT & GST) from Surround Tally Thrissur
- 2018 Diploma in Indian and Foreign accounting from Surround Tally Thrissur
- 2018 Diploma in Computer Fundamentals including MS Word,MS Excel powerpoint ,Wordpad Typing Master etc From Surround Tally Thrissur
- 2012 – 2015 B.com Finance from Calicut University
- 2012 Plus Two (Commerce) from GMBHSS Irinjalakuda.
- 2010 SSLC (state board)from NHSS Irinjalakuda.

Computer Awareness

- Regular User of PC and Internet
- Windows 7,8
- Microsoft Office 2013
- Tally ERP.9
- Outlook
- Peach Tree

Reference

- Mr. Aakash
General Manager
Saif Refrigeration Equipments & Mechanical Works
Tel: 072333659

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