

**PROFESSIONAL QUALITIES**

* **Computer/Technical Literacy**
* **Empathetic**
* **Good at communication and convincing**
* **Taking initiative**
* **Willingness to learn**

**PERSONAL DETAILS**

**Date of Birth** **: 26/07/1996**

**Gender** **: Male**

**Religion** **: Hindu**

**Nationality** **: Indian**

**VISA STATUS** **: VISIT VISA**

**LANGUAGES KNOWN**

* **English**
* **Malayalam**
* **Hindi**
* **Tamil**

**Gokul**



**Accountant/Admin**

**CAREER OBJECTIVES**

To apply the knowledge acquired from my academics and work experience for the growth of the company with dedication and hard work.

**WORK EXPERIENCE**

**Accountant / Administrator**

* **Arun Bijoy and Co. (Chartered Accountants ) (Jan 2019- Jan 2020)**
* **OPTIMISE ACCOUNTING & TAX SOLUTIONS, Thrissur ( May-2017-Dec - 2018)**

**EDUCATIONAL QUALIFICATIONS**

* **Bachelor Of Business Administration (B.B.A), University of Calicut**
* **Certificate of International financial Accounting (IIA,India)**

**IT SKILLS**

* **M S office**
* **Tally ERP 9**
* **Peachtree**
* **Confident to do any accounting Software.**

**JOB PROFILE**

* Prepare and maintain accounting journals, ledgers and other financial records
* Verifying related supporting documents like quotation, purchase orders, delivery notes, store receipt, Receipt Vouchers, Deposit slips & cheque copies etc. at the time of audit.
* Audit assistance.
* Prepares daily cash reports, Bank reports, PDC Registers , Petty Cash statements & Assure liquidity position of the company
* Analyze and maintain customer account , Out standings and review age wise analysis
* Maintains and balances Banks & subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies
* Review Inventory ledger, Stock Register and physical stock verification at the time of auditing
* Develop, manage and maintain comprehensive Payroll records & Employee benefits by calculating deductions and earnings

➢ prepare periodical Financial Statements such as Trial Balance, Profit & Loss Statement, Balance Sheet & Cash Flow Statement

* Liaison work with internal and external auditors and banks.
* Performs all work related duties as assigned.
* Preparation and filing of GST Returns.

**CONTACT**

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I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>