



GOKUL M V

Email Id: gokulbabu1099@gmail.com

Mobile: 00971582418732.
DUBAI U.A.E

Software skills:

- Tally, MS Office.
- Languages: C, C++,
JAVA, PHP, JAVA SCRIPT
- Databases: SQL, My SQL

Personal Details:

- Father's Name : Babu.K
- Date of birth : 04 November
1999
- Gender : Male
- Nationality : Indian
- Languages Know : English,
Malayalam (MT)
- Passport Number : S7865610
- Visa Type :Visiting Visa
- Visa Exp : Jan 23/2023

Professional Contour:

Accountant
Anoopkumar. A (08/2021 -07/2022)
Kannur/India
GST Tax Practitioner
Contact : Anoopkumar. A - 9847412154 -
anusaranay@gmail.com

Career Objective:

To achieve high degree of excellence and be an asset in a progressive organization that offers a challenging job, provides with good working environment and facilitates growth, building on my forte.

Academic Credentials:

- Bachelor Degree in Computer Application Kannur University
- G-Tec Computer Education Kannur Accounting (TALLY,GST)
- Higher Secondary - Computer Application Govt. H.S.S. Thottada 2017,
Computer Science
- SSLC Kadambur H.S.S 2015

Career Roles & Responsibilities:

- Using Tally Software.
- Maintaining daily documentations such as Sales Invoices, Purchase Invoices, Journal Vouchers, Bank Payments and Receipt Vouchers.
- Filing GSTR1 & GSTR3B
- Bill comparison (Using EXCEL Tool)
- Online Tax Payments
- Handled service calls
- Servicing clients by sending invoices & credit note.
- Make requisition & invoicing.
- Managing Account Receivables proper follow up by phone, e-mail and written correspondence as per their agreed payment terms.
- Monitoring Company Cash flow position on a daily basis to ensuring that sufficient funds are available for the company's operations.

Professional Synopsis:

- Extremely good communication and interpersonal skills.
- Always positive in attitude and an efficient team member.
- Fast learner and a perfectionist by nature.
- Can work both as a team and as an individual.
- Professional related skills, combined with solid Management, coordination and planning capabilities.

Hobbies:

- Football
- Social work
- Driving
- Music

Declaration:

I hereby declare that all the above mentioned information is true to the best of my knowledge and belief.

Yours Sincerely

GOKUL. M .V.