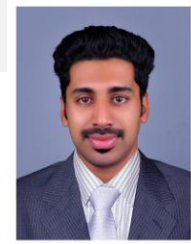


GOPIKRISHNA K M



Mob :+971 589904806

Email : gopikrishna478@gmail.com

Location : Sharjah -UAE

CAREER OBJECTIVE

- Seeking career in a respectable corporation where I can work in a challenging environment and expand my experience in this field and utilize the said experience for both company growth and personal growth.

EDUCATION

- **B-COM**
University Of Calicut, India
2014 April Pass out
- **PLUS TWO**
Board of Higher Secondary School, Kerala.
2011 March Pass out
- **SSLC (THS)**
Board of Public Examination, Kerala.
2009 March Pass out

TECHNICAL SKILLS

- **TALLY ERP-9** : Certified (Expert-Daily Using)
- **MS WORD, MS EXCEL, POWERPOINT.**: Certified (Expert-Daily using)
- **PEACH TREE ACCOUNTING SOFTWARE** : Certified (Basic)

OTHER SKILLS

- **VAT (UAE)** : Assisted in Quarterly **UAE VAT** Filing from 2018
- **AUDITING SKILLS** : Participated in several Concurrent and Stock Audit when working as a trainee in JPKAD & Associates (Chartered Accountants firm)
- **GST (INDIA)**: Attended Several GST seminars and Webinars at the time of implementation of GST

WORK EXPERIENCES

UAE

- **Accountant (2018 Feb - Present)**
Cranes Int. Cranes Maint. , Sharjah-UAE
Ref: Vijeesh UV, Accounts Manager. (Mob.:+971 50-3147156)

INDIA

- **Accounts Assistant (2015 Nov to 2018 Feb)**
M/s Hyson Motors Pvt. Ltd, Kerala-India (Authorized dealer of Tata Motors Ltd)
- **Accounts Trainee (2014 Nov - 2015 Nov)**
JPKAD & Associates, Kerala-India (Chartered Accountants firm)

KEY RESPONSIBILITIES

- Prepare Quarterly UAE VAT (TAX) return
- Prepare Trial Balance, Profit & Loss A/c and Balance sheet for finalization of accounts
- Reconciliation of bank accounts
- Prepare invoices ,quotations, purchase orders etc..
- Prepare accounts receivables and payables statements and following up with customers and suppliers
- Handling company e-mails and official calls
- Dealing cash & petty cash
- Dealing foreign exchange and multi currency
- Issuing cheques to clients
- Receiving customer payments (Cash/Cheque) & posting daily receipts
- Prepare Daily/weekly reports
- PDC & EMI Tracking
- PRO Assistance
- Managing company ledgers
- Verifying bank deposits
- Recording office expenditures and ensure these expenses are within the set budget
- Entering expenses in our statement and monitor our cash position and also notice the payments need to issue on monthly basis
- Coordinating with all department

INTEREST AND HOBBIES

- Learning about new gadgets
- Travelling and tasting different food
- Cricket, Football, Movies & music

PASSPORT DETAILS

Passport Number : N1191890
Expiry Date : 20/07/2025
Place of Issue : Kochi, Kerala-India
Visa Status : Employment (Transferrable)

LANGUAGES KNOWN

English : Fluent
Hindi : Speak and understand
Arabic : Speak and understand (Basic)
Malayalam : Mother Language
Tamil : Speak and understand

PERSONAL INFORMATION

Date of Birth : 18th May 1994
Sex : Male
Marital Status : Single
Nationality : Indian

DECLARATION

I hereby declare that the above-furnished information's are true to the best of my knowledge.

Place: Sharjah - UAE

Date: 31-Jan-2022

GopiKrishna K M