

GOKUL A

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ABOUT ME

I am a hardworking, honest individual. I am a good timekeeper, I am tech enthusiast, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems

WORK EXPERIENCE

Accountant

NOVELTY LOGISTICS [04/2024 – Current]

City: JEDDAH | **Country:** Saudi Arabia

- Review and audit all accounts payable, purchase orders, cash receipts, business licenses, payroll, and other accounting records and transactions; ensure money is posted to correct accounts and that all accounts balance.
- Prepare bank reconciliations and related journal entries for a variety of accounts.
- Reconcile financial ledgers and records; prepare financial statements and reports, general and subsidiary ledgers and supporting schedules; research and resolve discrepancies.
- Prepare a variety of monthly, periodic, and annual financial and statistical reports and account summaries.
- Dealing with payables and receivables.
- Preparation of VAT and Filing of returns.

Accountant

SHABEER SALEEL ASSOCIATES [04/2023 – 04/2024]

City: KOZHIKODE | **Country:** India

- Reconcile financial ledgers and records; prepare financial statements and reports, general and subsidiary ledgers and supporting schedules; research and resolve discrepancies.
- Review and audit all accounts payable, purchase orders, cash receipts, business licenses, payroll, and other accounting records and transactions; ensure money is posted to correct accounts and that all accounts balance.
- Prepare bank reconciliations and related journal entries for a variety of accounts.
- Prepare a variety of monthly, periodic, and annual financial and statistical reports and account summaries.
- Assist in preparation of year end closings and accompanying financial reports.
- Handling of cash payments and receipts.
- Petty cash management & Cash flow/Fund flow reporting
- Dealing with payables and receivables.
- Preparation of Payroll Management and Payroll Processing.
- Preparation of GST and Filing of returns.
- Processing of TDS payments and Tax compliance .

Accountant

ASHTEL GROUP OF COMPANIES [09/2021 – 03/2023]

City: CHENNAI | Country: India

- Assist in Finalization of accounts, preparation of Profit and Loss Account and Balance Sheet, preparation of year end closings and accompanying financial reports.
- Preparation of bank reconciliations and related journal entries for a variety of accounts.
- Preparation of a variety of monthly, periodic, and annual financial and statistical reports and account summaries
- Handling of cash payments and receipts.
- Handling of multi currency transactions, like purchase, sales , payments , receipts and reconciliation.
- Preparation of Monthly MIS report.
- Petty cash management & Cash flow/Fund flow reporting
- Dealing with payables and receivables.
- Maintaining and track fixed asset inventory control records
- Dealing with Debtors control and Inventory control
- Payroll Management.
- Preparation of Financial Statements.
- Assisting with Auditors for GST and Tax compliance

Accounts Executive

FLYMART HOLIDAYS [05/2018 – 09/2021]

City: kozhikode | Country: India

- Assisting financial team in recording analysis financial statements,.
- Preparation of voucher in ERP software.
- Assisting debtors control and follow-up.
- Monthly and closing of accounts
- Releasing payments to suppliers and related parties .
- Preparation of Payroll
- Payment processing to creditors.
- Assist in Preparation of Financial Statements.

EDUCATION AND TRAINING

Bachelor of Commerce

College of applied science, Thamarassery [07/2016]

Address: University of Calicut , 673573 Calicut (India)

Plus Two

GHSS Kokkallur [03/2013]

Address: HSE Board, 673612 Kozhikode (India)

High School

GHSS Poonoor [03/2011]

Address: HSE Board, 673574 Kozhikode (India)

LANGUAGE SKILLS

Mother tongue(s): Malayalam

Other language(s): English | Tamil | Hindi

DIGITAL SKILLS

Tally ERP / Microsoft Excel / Microsoft Word / Microsoft Office / Focus ERP

HOBBIES AND INTERESTS

Football | Music | Travel | Music

COMMUNICATION AND INTERPERSONAL SKILLS

Good communication | Leadership | Teamwork | Attention to Detail | Time Management