# **CURRICULUMVITAE**

#### V.GOBIKRISHNAN

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Contact: 971521214674

## <u>PROFILE:</u>

EIGHT years 0f Working experience in the field of finance.Skill in financial Accounts,Preparation of Profitloss accounts&cashier.Highly developed Reserch and analytical capabilities,exceptional,interpersonal skills. Academic Credential:

Year of passing	Certification	Institution
2010	Bachelor in commerce	Government college of Arts&
		science,Kumbakonam.
2007	Vallalar Higher secondary	Vallalar Higher Secondary
		school ,Kumbakonam.
2005	Secondary	Government Higher
		Secondaryschool,Swamimalai.

Employment History:

Year position Employer

June 2021To June 2023 customer service officer Emirates India int Exchange.Dubai

December 2016 To April 2021 Customer Service officer Cashier Gcc Exchange Dubai

March-2013 To August 2016 Accountant & Admin Bin Bakheet Group, Ajman, U.A.E



### PERSONAL SKSkills

- Knowledge of finance, accounting.
- Strong analytical, Problem solving and mathematical skills xs.
- Knowledge of spreadsheet,database,word processing and financial software.
- Maintain high levels of confidently information.
- Different type of Currency Knowledge.
- Forfeited Notes&Exchange Rates,Cross Calculation,
- Handling For Different Type of Customer, welling Learn New things.

1.Worked as an **Accountant** with BIN BAKHEET GROUP., With an MARCH2013 to August 2016 ajman,UAE.)

#### **Roles&Responsibilites:**

- Preparation of Profit loss account in MS-Excel.
- Cheking Bank Reconcilation Statements Of Clients with the Bank Confirmation.
- Cheking Monthly Payment Reports and Purchase Report and the credit facility.
- Available to the Clients from their vendors and Reporting to superior.
- Coordinates with the clients and managing the office.
- Account maintain Day to day..
- Good Knowledge of maintaining cash Register and other cash realeted procedures,
- Experience in in monetary transaction such as giving our and Receiving change
- Confirming that the organization,s record of its cash balances agrees

- with the bank's record.
- Making sure that the Organizaton's employee really exist.
- Daiy accounts book keeping mainatain in computer programme.
- petty cash handling, prepare Trail Balance, profit and loss Account,
- Recording and testing the Organization's processes and controls.
- Collecting Proper Required Document and cashfrom Customer.
- Preparing Material issue from and making monthly consumption Report.
- Match invoices to Cheque, obtain all signature for Cheque and distribute Cheques Accordingly.
- Review all invoices For appropriate documentation and approval prior to payment

2.Worked as an cashier&customer service with GCC EXCHANGE ., With an December 201to April2021. Dubai.)

- Acceptance of Physical tallying of Cash,
- Good Knowledge of maintaining cash Register and other cash realeted procedures,
- Experience in in monetary transaction such as giving our and Receiving change
- Confirming that the organization,s record of its cash balances agrees with the bank's record.
- Making the transaction customers Money send through home country,
- Recording and testing the Organization's processes and controls.
- Collecting Proper Required Document and cashfrom Customer.

- Preparation of all types of remittance application including WU, IC & Misc,symex ,and all online products.
- Knowlegde of online money Related product..(Ex.symex,Trans fast,instant cash ,Etc)

## TECHNICAL CREDENTIALS:

- Tally 9.0, ERP, (CCS computer Education, Kumbakonam)
- MS-Office(Word,Excel,PowerPoint)
- Symex
- Gcc Remit

#### OVER VIEW:

A Result oriented self- starter, skilled learner and effective communicator, problem solver, with ability to focus on solutions, proactive, always challenging current Procedures

## PERSONAL DATA:

Name	: V.GOBIKRISHNAN
Father Name	: P.VISWANATHAN
Gender	: Male
Nationality	: Indian
Visa Status	: cancellation visa
Languages Known	: English & Malayalam,Telugu,Hindi,Tamil,
Vica Statuc	

Visa Status

#### DECLARATION:

I here by declare that all the above stated information is true and correct to the Best of my knowledge and belief.

Yours sincerely,

**GOBIKRISHNAN VISWANATHAN** 

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