



# GOKUL GOPI

Dubai, United Arab Emirates  
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## OBJECTIVE

Detail-oriented and efficient recent accounting graduate, seeking an entry level accounting role at this company. to contribute practiced analytical reasoning and problem-solving skills to the attainment of company objectives.

## EXPERIENCE

08-2019 -  
10-2023

- **Junior Clerk**  
Mundakkal Service Co-operative Bank Ltd No Q 1001  
Knowledgeable bank accountant with 4 years of experience and trusted cash handling experience providing excellent customer service through accurate customer transactions. controlled daily input of ledger activities and closing of general ledger each month.
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- Process outgoing payments in compliance with financial policies and procedures
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements.
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data
- Generate reports detailing accounts payables status
- Process accounts and incoming payments in compliance with financial policies and procedures
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted

## EDUCATION

2017-  
2018

- **Higher Diploma in Co-operation and Business Management**  
SCU

2016

- **Msc Statistics**  
MAR ATHANASIOS COLLEGE KOTHAMANGALAM

2014

- **Bsc Mathematics**  
ST STEPHENS COLLEGE UZHAVOOR

SKILLS

Microsoft office



Teamwork



Effective written and verbal communication



Decision making



Finac software



Tally software



LANGUAGES

- English
- Hindi
- Malayalam

DATE OF BIRTH

- 11-12-1991