



GOKUL S

Cashier cum Accountant

Dedicated and detail-oriented Cashier cum Accountant with a proven track record in managing financial transactions, maintaining accurate records, and ensuring compliance with accounting standards. Proficient in reconciling cash transactions, generating financial reports, and providing exceptional customer service. Adept at collaborating with cross-functional teams and maintaining confidentiality. Seeking an opportunity to contribute my financial expertise and customer-centric approach in a dynamic home finance company.



PERSONAL INFO

Gender : Male

Nationality : Indian

Marital Status : Single



SKILLS

Cash Handling

Accounting Entries

Bank Reconciliation

Customer Transactions

Financial Reporting

Expense Tracking

Budgeting Support

Customer Service



PASSPORT INFO

Passport No : B9372111

Date of issue : 19.01.2024

Date of Expiry: 18.01.2034

Place of issue : Trivandrum



LANGUAGES

Malayalam



English



Hindi



Tamil



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Ajman, UAE



21 November, 1993



WORK EXPERIENCE

Cashier cum Accountant Mahindra Home Finance

02/2019 - 01/2024

Achievements/Tasks

- Manage daily cash transactions, including receiving payments and providing change.
- Maintain an accurate and organized cash drawer.
- Record financial transactions in the accounting system.
- Prepare and post daily entries related to cash transactions and receipts.
- Reconcile cash transactions and receipts with bank statements regularly.
- Investigate and resolve any discrepancies in a timely manner.
- Process customer transactions, ensuring accuracy and compliance with company policies.



EDUCATION

B Com with Co-Operation Kerala University

2015

Kerala, India

Higher Secondary Board of Higher Secondary Education

2011

Kerala, India

S.S.L.C Board of Secondary Education Kerala, India

2009

Kerala, India



SOFTWARE PROFICIENCY

MS WORD

MS EXCEL

TALLY ERP



DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.