






GOPIKA P

Accountant

Al Karama, Dubai 
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I am a professional Accountant with a strong foundation in Financial Reporting and data management. I am seeking a Job opportunity in a reputable company in UAE. My goal is to contribute to a dynamic organization by applying my analytical skills, attention to detail, and proficiency in financial management to drive business success and ensure accurate reporting.

Experience

Accountant

05/2023 – 09/2024

Refftech Service Centre *Kerala, India*

Practical Experience

- Managed purchase/sales invoices, quotations, delivery notes, debit & credit notes in Tally Prime, optimizing workflow.
- Handled payroll processing, GST filing, income tax filing, and General ledger Management & bank reconciliation.
- Strong understanding of month-end and year-end closing procedures.
- Manage A/R, A/P & Outstanding by reconciling of customers/vendors accounts, & maintain ageing reports.
- Proficient in preparing financial statements including Income Statement, Balance Sheet and Cash Flow Statement.
- Strong understanding of passing journal entries by GAAP standards.
- Utilized advanced Excel for financial analysis, identifying trends and opportunities.
- Manage & control Inventory; Maintaining Order Register, Material Inward and Outward Book r & conduct physical verification.
- Acquired knowledge of voucher types and Business structures/accounting methods.
- Acquired strong knowledge in Fixed Asset Management and related documentation.
- Strong understanding of different type report generation using MS Excel.

Professional Skills

- Exceptional communication skills, strong interpersonal and team building
- Ability to work with in a team and independently
- Excellent understanding of financial reporting standards
- Strong numerically with excellent analytical and decision making skill.
- Demonstrated strong working knowledge of Excel.
- Thrive in a dynamic working environment with the ability to work well under pressure and deliver results.

Education

Master of Commerce

2023

Central University of Tamilnadu, *India*

Bachelor of Commerce (Cooperation)

2021

Kannur University *India*

Areas of Expertise

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|----------------------|-----------------------|
| ➤ Tally Prime Expert | ➤ Analytical Skills |
| ➤ UAE VAT | ➤ MIS Reporting |
| ➤ Advanced Excel | ➤ Financial Reporting |
| ➤ MS Office | ➤ Quick Books |
| ➤ G/L Management | ➤ SAP FICO |

Personal Details

Nationality: India. **Languages:** English, Malayalam, Tamil **Visa Status:** Visit Visa