



CONTACT

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📞 (+971) 529554904

📍 Al Qusais Dubai , UAE

SKILLS

Business Development & Client Relationship

Customer Service & Complaint Resolution

Financial Documentation & Reporting

Cash Flow Management

Budgeting & Forecasting

AML/KYC Compliance

Revenue Growth

Problem - solving skills

Strong Communication & Interpersonal Skills

LANGUAGES

English ● ● ● ● ●

Malayalam ● ● ● ● ●

Hindi ● ● ● ● ●

Tamil ● ● ● ● ●

CERTIFICATIONS

Professional Diploma in Accounting
Keltron Knowledge Centre, Thrissur
(2015)

Includes MS Office, Excel, Word, ERP

TECHNICAL SKILLS

- Microsoft Word & Excel, ERP

GOKUL K

Business Development Executive

SUMMARY

Dynamic and customer-oriented professional with over 6 years of comprehensive experience in business development, customer service, remittance and accounting across the financial exchange and retail sectors. Proven expertise in driving revenue growth, building lasting client relationships, and ensuring compliance with financial regulations. Adept at handling high-volume transactions, delivering superior customer experiences, and supporting finance teams with accurate reporting and reconciliations. Known for a proactive approach, strong attention to detail, and ability to thrive in fast-paced, multicultural environments.

EXPERIENCE

BUSINESS DEVELOPMENT EXECUTIVE

Mar 2023 - Present

Joyalukkas Exchange, Dubai, UAE

- Spearhead customer acquisition and retention initiatives, contributing to consistent month-over-month growth in client base.
- Promote foreign exchange, remittance, and value-added financial services, maintaining strong client relationships across corporate and individual sectors.
- Conduct market analysis to identify new business opportunities and partnerships, boosting revenue through targeted lead generation.
- Collaborate with cross-functional teams to optimize customer experience and ensure high levels of service satisfaction.
- Organize promotional campaigns and participate in community engagement activities to enhance brand visibility and customer trust.
- Track and report performance metrics, providing strategic insights to senior management for informed decision-making.
- Ensured adherence to regulatory standards including AML and KYC policies.

REMITTANCE SUPERVISOR

Mar 2021 - Feb 2023

Joyalukkas Exchange, Sharjah, UAE

- Supervise daily remittance transactions including domestic and international money transfers, ensuring accuracy and compliance with AML/KYC policies.
- Liaise with correspondent banks and money transfer services to resolve transaction issues and ensure smooth processing.
- Prepare and submit regulatory reports and ensure timely reconciliation of remittance accounts.
- Train and guide a team of remittance officers and clerks, monitoring performance and promoting compliance awareness.
- Monitor exchange rate updates, manage currency stocks, and report any suspicious transactions to the Compliance Officer.

ASSISTANT ACCOUNTANT

Jan 2018 - Feb 2021

Joyalukkas India Pvt. Ltd., Tamil Nadu, India

- Managed day-to-day accounting activities, including data entry, invoice processing, and ledger maintenance.
- Prepared and maintained financial records in compliance with company policies and statutory regulations.
- Assisted in monthly and year-end closing processes and reconciliations (bank, vendor, and customer accounts).
- Processed accounts payable/receivable and supported payroll calculations and disbursements.
- Handled GST filing, TDS calculations, and other statutory compliance tasks in coordination with the finance team.

PERSONAL DETAILS

Date of Birth : 19/06/1995
Gender : Male
Nationality : Indian
Visa Status : Work Visa
Passport No : R1448935
Date of Expiry : 28/06/2027

DRIVING LICENSE DETAILS

Country : U.A.E
License No : 4955563
Date of issue : 03/06/2025
Date of Expiry : 03/06/2027
Class : Light Motor Vehicle

EDUCATION

Bachelor of Commerce (B. Com) – Finance
Calicut University
Jul 2012 - Mar 2015

Higher Secondary
St. Antony’s HSS, Ammadam
Jul 2010 - Mar 2012

Secondary School Leaving Certificate
St. Antony’s HSS, Ammadam
Jul 2009 – Mar 2010

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I understand that any false information may lead to the rejection of my application or termination of employment.

GOKUL K