



GOKUL BHARGAVAN P V

PROFILE

To become a part of the organization where i can apply my knowledge and enhance my skill and able to contribute for the growth and success of the organization. Process 3 years of comprehensive experience of an Assistant Accountant and 7 Month of experience of Cashier cum Sales Assistant. Now looking for a suitable position with a company which offers genuine room for progression and where i can make a significant contribution.

CONTACT

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EDUCATION

SAMBAT -Sankaracharya Accounting Management and Banking Allied Training
(Tally - ERP 9, Peachtree, Quick Book, Tradeasy)

University of Calicut
Calicut, Kerala
November -2017

WORK EXPERIENCE

Assistant Accountant

Stencil Engineering - Jigani, Bangalore (Mob: +91 9567278428)

January -2019 to January 2022

- Preparation of cash flow statement on monthly basis and send to the management.
- Ensuring payment amount and records are correct.
- Monthly attendance and salary data sheet preparation
- Preparation of bank reconciliation statement on regular basis.
- Preparation of payment by cheque, Cash and online banking.
- Invoice preparation and submission as per the contact terms.
- Debtors ageing report preparation on monthly basis to ensure the follow up of payment.
- Monthly sales report preparation and presenting the same to management.
- Branch wise monthly sales report preparation
- Petty cash keeping and maintain the petty cash statement.
- Customer and suppliers statement reconciliation
- Preparation and passing of month end journal voucher for provision and other entries

Cashier, Sales Associates

ZAMZAM Jewelry Plaza Tower, Payangadi, Kannur (Mob: +91 9746986107)

May 2018 to November 2018

- Placed on sales floor and display shelves.
- Operated the register and organized the sales floor.
- Assist customer with their shopping experience while maintain attractive sales floor
- Handled money transaction on the cash register provided full service exceeded daily goal for company.
- Worked for a busy retail store during the holiday season Provided customer service and rang up customers.
- Tally all cash transaction before the closing and deposit cash in bank account.
- Employee's attendance calculation and salary calculation.

KEY SKILLS AND CHARACTERISTICS

- Confidence to work in any accounts level of work.
- Strong organizing and planning skills.
- Immediate familiarity and adaptability with any accounting software.
- good communication skills (Oral and written)
- Automation of accounting activates
- team building and leadership qualities