

## Contact

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📍 Ernakulam, Kerala,  
683562

## TECHNICAL SKILLS

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- SAP FICO
- Tally Prime
- MS Excel
- MS Word

## SOFT SKILLS

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- Communication Skill
- Teamplayer
- Adaptability
- Teamwork
- Time management

## CERTIFICATION COURSE

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- SAP FICO
- Tally ERP
- Microsoft office intermediate program (Word/Excel/Powerpoint)
- E-Filing

## Languages

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- English
- Malayalam
- Hindi

# GOPIKA K N

ACCOUNTANT

Linkedin : [www.linkedin.com/in/gopika-k-n-5b8a9a227/](http://www.linkedin.com/in/gopika-k-n-5b8a9a227/)

## PROFESSIONAL SUMMARY

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Detail-oriented Accountant with a strong foundation in accounting, finance and business principles. Possesses excellent analytical skills, a proactive approach to learning, and a strong work ethic, aiming to contribute effectively to the growth and success of the organization.

## EXPERIENCE

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Bijo Scaria And Associates, Perumbavoor

ACCOUNTANT (February 2022- August 2023)

One of the leading chartered accountant firm in perumbavoor. Various kinds of assignments were completed for the clients,

- Maintaining clients Books of Accounts which includes processing of sales invoices, Purchase invoices, Recording Administration expenses, etc.
- Preparing and filing Goods and services tax (GSTR 1 & GSTR 3B) returns for the clients within deadline.
- Provided Audit assistance
- Preparation of financial statements
- Work well with and demonstrate respect for colleagues at all levels and contribute to a positive work environment

## EDUCATION

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**Master of commerce** (Present)  
IGNOU University

**B.COM FINANCE AND TAXATION** (2017-2020)  
Mahatma Gandhi University

## Projects

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### Customer satisfaction on online shopping

Conducted research and analysed satisfaction of customers on online shopping