

Mrs. GOPIKA GOPAN

United Arab
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I have gained fairly good experience in the areas of Marketing, customer support, and General Administration I am also well experienced with MS Office. I am Marketing executive, customer support, Administrator with multi-functional potential and can execute my duties with great dedication and responsibility. I can surely perform as Customer support, Marketing executive, and General administration.

Experience

New Heights Technologies LLC

December 2020 to July 2021

Assistant Accountant / Administrative Assistant

- Provide customers with quotations
- Voucher entry in Tally/ERP
- Summary and report for daily cash inflows
- Summary and reports for Business permits applied for the day
- Processing of Business Permits and all other pre-requisite permits
- Gather market and customer information and provide feedback on buying trends
- Help implement new programs, procedures, methods, and systems
- Coordinate and schedule meetings and conferences
- Maintain complete stock of all office supplies and accuracy of inventory
- Assist with all budget activities, including accounting

Speed Businessmen services LLC (Dubai)

March 2019 to March 2020

Assistant Accountant / Administrative Assistant

- Preparation of Balance Sheet & Ledgers
- Voucher entry in Tally/ERP
- Preparing weekly schedule of all the staff
- Supervised all the Staff for the role and responsibilities
- Make profit & Loss report and submit to the Manager.
- Analyze cash flow and suggest effective method to increase the profitability of the organization.
- Follow up on monthly rental charges from customers.
- Keep and track all company related documents like, Proposals, Rental documents, and retrieve them in no time, when required by the relevant employees.
- Maintain all books of Accounts and prepare accounts up to Finalization for Audit.

Aswin Associates

Administrative Assistant & Customer Support

2015 to 2016

- Provide customers with quotations.
- Represent your organization at trade exhibitions, events, and demonstrations.
- Negotiate the terms of an agreement and close sales.
- Gather market and customer information and provide feedback on buying trends.
- Identify new markets and business opportunities.
- Record sales and send copies to the sales office.
- Persuading customers to buy a product Be informed of the products' specifications and information.
- Identifying customer needs and directing them to an appropriate product
Managing inventory

QUALIFICATION

- **Master of Science (M.Sc.) in Biotechnology (July 2014)**
Mahatma Gandhi University (St. Mary's college For Women, Tiruvalla)
- **Bachelor of Science (B.Sc.) in Zoology (April 2012)**
Kerala University (Fatima Mata National College, Kollam)
- **Board of Higher Secondary Examination of Kerala (March 2009)**
VimalaHridaya Girls Higher Secondary School. Kollam)
- **Computer Diploma, [Major]**

MCC Computer Education, Kerala - MS Windows - Word, Excel, Power Point, Linux Packages, Corel draw & Photoshop.

Skills

- Possess good communication Skills, Flexible& Focused, Basic Computer Proficient
- Ability to work under pressure.
- Honest and ethical
- Speed interaction with new environment
- Talking to others to convey information effectively.
- Adjusting actions in relation to others' actions

HOBBIES

- Reading & Gardening

PERSONAL DETAILS

Language Known	English, Malayalam, Tamil
Nationality	Indian
Sex	Female
Date of Birth	14-11-1990
Marital Status	Married
Visa Status	Residence
Expiry	06-08-2023
Passport No	N9107472
Home Phone	+971 52 716 1262

DECLARATION

- I hereby declare that the above-mentioned details are true and accurate to the best of my knowledge and belief.

Mrs. Gopika Gopan

Place: Dubai

Date: 15/01/2022