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| **OBJECTIVE**  To work in the most challenging position with an organization that provides ample opportunities to learn and to contribute.  **ACADEMIC QUALIFICATIONS**  **KERALA UNIVERSITY**  **2009 – 2011**  Subject : commerce with computer application  University : Govt. Kerala board of higher secondary examination  Percentage : 78%  Commerce with computer Application gives a deeper understanding of both Information Technology and Commerce, thereby enabling the budding graduates to pursue careers in either of the two fast-growing areas, viz. IT Industry, Commerce, and Financial sector.  **KERALA UNIVERSITY 2011-2014**  Subject : Bachelor of commerce(B.com)  University : Govt. Kerala board of higher secondary examination  Percentage : 77%  The BCOM program is focused on developing professionals for the industry in a dynamic and value add era, this programme is a perfect blend of theoretical and practical knowledge.  **JAIPUR NATIONAL UNIVERSITY**  Subject  **: Master of Business Administration(MBA)**  **In Financial management**  University :Jaipur National university(JNU)  Percentage : 70%    MBA designed to give a broad knowledge of the functional aspects of a company and their interconnection, while also allowing for specialization in a particular area. This program also develops the practical, managerial and communication skills and decision making capability.  **EXPERIENCE IN UAE**  **OFFICE ADMINISTRATOR CUM ASSISTANT ACCOUNTANT : HIGH STYLE REAL ESTATE L.L.C**  **Period of work: July, 2018 – Present**  **Job responsibilities:**   * Coordinate office activities and operations to secure efficiency and compliance to company policies * Supervise administrative staff and divide responsibilities to ensure performance * Perform full cycle accounting including accounts payable, journal entries, and reconciliations. * Documentation * Exporting data from Master software to excel and making various reports. * Prepare statement of accounts of debtors and followup with clients for payment * Maintaining excel sheets,keeping the records of the tenants and revenue calculations * Collecting PDC cheques fom tenants and maintaining PDC list * Assist senior accountant in monthly and yearly closing   **ADMINISTRATIVE OFFICER CUM OFFICE SECRETARY** : AL MAGHRIB METAL BLDG.CONST. L.L.C  **Period of work** :May, 2017-April, 2018  The administrative officer is responsible for the majority of the administrative duties in the company. The person is one who will manage employee records, organize files, answer calls and provide support for the whole of the company.    **Job responsibilities:**   * Creating,updating,and maintaining personnel records,financial records and other records. * Supporting department manager,staff and CEO * Organizing conference room scheduling, and equipment. * Answer incoming calls, determine purpose of call and transfer call. * Receive, sort and distribute mail. * Assisting other departments (such as financial department or HR) with administrative or clerical support.   **EXPERIENCE IN INDIA**  **ACCOUNTANT**: ZYLOC ENERGY AND SAFETY PVT LTD  **Period of work** : october-2014 to September-2016  **Job responsibilities:**   * Prepares asset, liability, and capital account entries by compiling and analyzing account information. * Documents financial transactions by entering account information. * Recommends financial actions by analyzing accounting options. * Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. * Substantiates financial transactions by auditing documents. * Maintains accounting controls by preparing and recommending policies and procedures. * Guides accounting clerical staff by coordinating activities and answering questions. * Reconciles financial discrepancies by collecting and analyzing account information. * Secures financial information by completing data base backups.   **PERSONAL DETAILS**  **Date of Birth :** 23/09/1993  **Sex :** Female  **Marital Status :** married  **Nationality :** Indian  **Languages :** English, Hindi, Malayalam & Tamil  **PASSPORT Details:**  **Passport No.** :M3802487  **Date of Issue** : 24/11/2014  **Date of Expiry** : 23/11/2024  **Declaration:**  I hereby declare that all the details furnished above are true to the best of my knowledge and belief.  Yours Truly  GOPIKA ANEESH | **CONTACT**  [**speek2gopika@gmail.com**](mailto:speek2gopika@gmail.com)**0521237574**  **SKILLS**   * Computer Fundamentals * MS office * Intel Learn Programme   **CERTIFICATIONS**   * DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING(DCFA) * ACCOUNTING PACKAGE:TALLY ERP 9   **EXTRA CURRICULAM ACTIVITIES**   * Debate * School journalism * Arts * Year book |
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