

PERSONAL SKILLS

- Knowledge of finance, accounting.
- Strong analytical, Problem solving and mathematical skills.
- Knowledge of spreadsheet, database, word processing and financial software.
- Maintain high levels of confidentially information.
- Different type of Currency Knowledge.
- Forfeited Notes & Exchange Rates, Cross Calculation,
- Handling For Different Type of Customer, willing Learn New things.

1. Worked as an **Accountant** with BIN BAKHEET GROUP., (With an MARCH 2013 to August 2016 Ajman, UAE.)

Roles & Responsibilities:

- Preparation of Profit loss account in MS-Excel.
- Checking Bank Reconciliation Statements Of Clients with the Bank Confirmation.
- Checking Monthly Payment Reports and Purchase Report and the credit facility.
- Available to the Clients from their vendors and Reporting to superior.
- Coordinates with the clients and managing the office.
- Account maintain Day to day..
- Good Knowledge of maintaining cash Register and other cash related procedures,
- Experience in monetary transaction such as giving out and Receiving change
- Confirming that the organization's record of its cash balances agrees

- with the bank's record.
- Making sure that the Organization's employee really exist.
- Daily accounts book keeping maintain in computer programme.
- petty cash handling, prepare Trail Balance, profit and loss Account,
- Recording and testing the Organization's processes and controls.
- Collecting Proper Required Document and cash from Customer.
- Preparing Material issue from and making monthly consumption Report.
- Match invoices to Cheque, obtain all signature for Cheque and distribute Cheques Accordingly.
- Review all invoices For appropriate documentation and approval prior to payment

2. Worked as an cashier & customer service with GCC EXCHANGE ., With an December 201 to April 2021. Dubai.)

- Acceptance of Physical tallying of Cash,
- Good Knowledge of maintaining cash Register and other cash related procedures,
- Experience in monetary transaction such as giving out and Receiving change
- Confirming that the organization's record of its cash balances agrees with the bank's record.
- Making the transaction customers Money send through home country,
- Recording and testing the Organization's processes and controls.
- Collecting Proper Required Document and cash from Customer.

- Preparation of all types of remittance application including WU, IC & Misc,symex ,and all online products.
- Knowlegde of online money Related product..(Ex.symex,Trans fast,instant cash ,Etc)

TECHNICAL CREDENTIALS:

- Tally 9.0,ERP,(CCS computer Education,Kumbakonam)
- MS-Office(Word,Excel,PowerPoint)
- Symex
- Gcc Remit

OVER VIEW:

A Result oriented self- starter,skilled learner and effective communicator,problem solver,with ability to focus on solutions,proactive,always challenging current Procedures

PERSONAL DATA:

Name : V.GOBIKRISHNAN

Father Name : P.VISWANATHAN

Gender : Male

Nationality : Indian

Visa Status : cancellation visa

Languages Known : English & Malayalam,Telugu,Hindi,Tamil,

Visa Status

DECLARATION:

I here by declare that all the above stated information is true and correct to the Best of my knowledge and belief.

Yours sincerely,

GOBIKRISHNAN VISWANATHAN

