

# GOPIKA JAYADASAN

## ACCOUNTANT



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### PROFILE

An accomplished and dedicated Commerce professional with graduation and post-graduation in Commerce, complemented by ongoing ACCA (Skill Level) studies to further enhance financial skills and expertise. Adept in posting and processing journal entries, accounts receivable and payable management, financial statement preparation, bank reconciliation, financial reporting (IFRS/IAS), and with a keen eye for detail and a commitment to accuracy. Keen to pursue a career in the accounting and finance sector as an accountant.

### EDUCATION

**ACCA | UK**  
Skill Level

***April 2023 – Present***

*Key Modules:* Financial Accounting, Business and Technology, Management Accounting, Corporate and Business Law, Financial Reporting, Financial Management, Audit and Assurance

**Sree Kerala Varma College | Thrissur | India**

***June 2019 – March 2021***

Master of Commerce | M. Com

*Specialization:* Marketing

*Percentage:* 78%

**Vimala College | Thrissur | India**

***June 2016 – March 2019***

Bachelor of Commerce | B. Com

*Specialization:* Finance

*Percentage:* 85%

### EXPERIENCE

- **INTERNSHIP – 7-17<sup>th</sup> May 2018**

Undertook internship at Share Wealth Securities Limited, Thrissur.

**OFFICE INTERN**

- Assist accountant in bank reconciliation and financial statement preparation.
- Was responsible for multiple administrative duties, maintained reports and records.
- Greets visitors entering the office, determines the nature and purpose of the visit and directs them to the appropriate destination
- Maintained a clean and organized work environment and performed other duties as assigned by manager.
- Enhanced relationship and build customer loyalty by delivering quality customer services.

## PROJECTS/PRESENTATIONS

- **PROJECTS (B. Com) – February 2019**  
Topic: A Study on Criteria and Preference Considered Before Investing in Mutual Funds.
- **PROJECT (M. Com) – 7<sup>th</sup> February 2021**  
Topic: A study on the effect of television advertisements on children with special reference to confectionery products in Thrissur District.
- **PAPER PRESENTATION – November 2020**  
Topic: Investors choice and preference for investing in mutual fund  
Participated in a one-day national webinar on securing your savings and investment during COVID-19 times Organised by the Department of Commerce in association with IQAC and Finmark on the 7<sup>th</sup> of November 2020, and presented a paper on the topic of Investor's Choice and Preference for investing in the mutual fund.

## VOLUNTEERING/ CERTIFICATIONS

- **Microsoft Excel**  
Issuing Organization - Coursera Project Network
- **Tally**  
Issuing Organization – Electronics Corporation of India Limited
- **NSS Volunteer**  
**Vimala College | Thrissur, India** **June 2016 – March 2018**
  - Took part in Community development activities like cleaning drives and tree plantation.
  - Organized and engaged in blood donation camps
  - Participated in activities like educational initiatives and social awareness campaigns

## ADDITIONAL SKILLS

**LANGUAGES:** English (*proficient*), Hindi (*Conversational*), Malayalam (*fluent*), Tamil (*Conversational*)

**HARD SKILL:** Tally, MS Office, MS Excel, Proficient in Posting And, Processing Journal Entries, Accounts Receivable and Payable Management, Financial Statement Preparation, Bank Reconciliation, Cash Management, Financial Reporting, IFRS/IAS Standards

**SOFT SKILLS:** Communication and interpersonal skills, Critical thinking, Problem-solving, Decision-making, Office Administration, Analytical skills, and Interpretation, Ability to work cooperatively and collaboratively, Detail-oriented, Adaptability and flexibility.

## PERSONAL DETAILS

**DOB:** 03/09/1998

**NATIONALITY:** Indian

**PASSPORT NO:** W1781139

**MARITAL STATUS:** Married

**VISA STATUS:** Family Visa

**VISA EXPIRY:** 20/11/2025

