



GOKUL RAJ S

Alain Dairy Farms

Sharjah

UAE

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CAREER OBJECTIVE

To pursue a challenging position, one that builds on my skills and enables to work for the betterment of the organization and myself.

ACHIVEMENTS

- **UAE DRIVING LICENSE (MANUAL)**
- **ADFCA Certification (Abu Dhabi Food Control Authority)**

ACADEMIC QUALIFICATIONS

- **B.com** (Kamaraj University Tamilnadu, India – 2018)
- **Plus Two** (Board of Higher Secondary Education, Govt. of Kerala- 2012)
- **S.S.L.C** (Public Examination Department, Govt. of Kerala - 2010)

PERSONAL SKILLS

To successfully fill this role, you should maintain the attitude behaviors, skills and value the follow

- Positive attitude and good communication skills
- Committed to delivering a high level of customer service
- Excellent grooming standards
- Flexibility to respond to range of different work situation
- Ability to work on your own or as part of a team
- Receiving experience with stock control responsibility
- Should have good communication skill in Outlook, Excel etc.

COMPUTER PROFICIENCY

- Working experience in **SAP** (System Application and Products)
- Sound Knowledge in **MS-Word, MS- Excel Power Point** and Internet.

WORK EXPERIENCE

8 years of experience in UAE with Salesman , Storekeeper and Inventory.
1 year of experience in India as an Assistant Accountant.

- **1.5 year of experience in ALAIN FARMS for LIVESTOCK PRODUCTION as a Salesman of Dairy products from June 2022 to till date.**
- **5 years of experience in LULU INTERNATIONAL GROUP as a Warehouse Storekeeper/Inventory Controller of Lulu Logistics from November 2016 to May 2022.**
- **1 year of experience in LULU INTERNATIONAL GROUP as a Cashier of Lulu Hypermarket from November 2015 to October 2016.**
- **1 years of experience in Marikar Motors India as a Assistant Accountant from 2014 to 2015.**

KEY RESPONSIBILITIES:

- Manage all accounting transactions
- Publish financial statements in time
- Handle monthly, quarterly and annual closings.
- Compute taxes and prepare tax returns
- Received delivery of all incoming materials and reconcile with purchase order
- Track, document and resolve any discrepancies on received orders
- Ensure accuracy of the office and stock inventory system by updating records of physical inventory totals, receipts, adjustments and returns

- Manage inventory/supplies and ensure they are within the established minimum and maximum levels.
- Manage supplier relations and database as well as maintain high ethical relationship with them
- Coordinate with the Purchase Department in creating purchase orders and utilize purchasing to perform low-value procurement activities

PERSONAL DETAILS

- Father's name : SOUNDARA RAJ
- DOB : 11/09/1994
- Marital Status : Single
- Hobbies : Travelling, Playing Cricket, social networking, reading books
- Languages Known : English, Hindi, Malayalam.
- Passport No : M4176118
- Visa Status : Job Visa
- Driving License : 2533299

Reference: Upon Request

DECLARATION

I GOKUL RAJ S, hereby declare that the above-mentioned facts are true and accurate to my fullest knowledge.

Place: Sharjah

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