



GOKUL U

ADMIN & ACCOUNT STAFF

CONTACT

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📍 Old Abdul Aziz C block, Al Nahda, Sharjah

EDUCATION

2013 - 2016
ST MICHEAL'S COLLEGE
CHERTHALA

- Bachelor of computer application

2016 - 2017
AFL IT ACCADEMY

- Advance diploma in IT infrastructure and network engineering
- GPA: 7 - 10

SKILLS

- Observation
- Customer service
- Teamwork
- Time Management
- Strong organizational
- Effective Communication
- Ability to multitask
- Accuracy in work

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Hindi (Intermediate)
- Tamil (Intermediate)

PROFILE

To purpose a challenging career, make realize about my knowledge and skills in Office section and customer service of an organization also that can exploit may present skills and provide a platform for career growth and learning.

WORK EXPERIENCE

Real Flowers Trading LLC, Sharjah

2022 - PRESENT

ADMIN

- Website Management.
- Manage the process of creating documents, including drafting, formatting, and editing
- Perform scanning, printing, and document signing
- Handle basic administrative responsibilities such as filing, answering phone calls, and managing office supplies
- Ensure all administrative tasks are completed accurately and in a timely manner
- Assist with other administrative duties as required to support team
- Prepare and process invoices, bills, and bank deposits

Inventory Accounting

- Maintain accurate financial records and ensure all financial transactions are properly recorded.
- Prepare balance sheets, profit and loss statements, and other financial reports.
- Proficiency in Quick Book
- Reconciling the company's bank statements and bookkeeping ledgers
- Completing analysis of the employee expenditures
- Managing income and expenditure accounts
- Vat Filing and Paying taxes and other financial obligations

CFLTC

2020 - 2021

Data entry Operator

- Helps gov authorities to addressing patients who affected Covid-19 pandemic
- Documents actions by completing forms, reports, logs, and records.

Susrusha pharma

2018- 2020

Office Assistant

- Overseeing clerical tasks, such as sorting and sending mail.
- Keeping an inventory of office supplies and ordering new materials as needed.
- Manage and coordinate office operations and procedures.
- Answer phone calls and respond to emails.
- Assist in the preparation of reports, presentations, and other documents.

DECLARATION

I do hereby declare that all statements made in this resume are true, complete and correct to the best of my knowledge and belief

Place : DUBAI

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