



Contact

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Personal Details

Date of Birth: 16/11/1997
Nationality: Indian
Sex: Male
Marital Status: Single
Passport Number: U5206884

Skills

- Financial Management
- Accounting Software (Tally)
- MS Office Proficiency
- Bank Reconciliation
- Payroll Management
- Portfolio Investment Scheme (PIS)
- Compliance
- Team Management
- Debtor List Management
- Expense Management
- Budgeting
- Cash Flow Management
- Forecasting
- Profit & Loss
- Receivables
- Payables
- Multilingual Communication
- Sales Reporting
- Inventory Monitoring
- Cash Handling
- Problem-Solving
- Adaptability
- Statutory Audits
- Customer Service
- Team Collaboration
- Strategic Planning

Language Skills

- English
- Hindi
- Malayalam

Govind C Kaimal

Detail-oriented accounting professional with a strong background in financial management, adept at utilizing MS Word, MS Excel, MIS, bank reconciliation, budgeting, and cash flow management. Experienced in various accounting functions, including fund confirmation, receipt and payment authorization, and precise bank reconciliation. Proven expertise in managing payables, initiating fund transfers, and overseeing Portfolio Investment Schemes (PIS). Skilled in payroll, payables, cost analysis, balance sheet, financial planning, receivables, compliance, Tally, and banking. Proficient in English, Hindi, and Malayalam, facilitating effective communication within diverse teams. Currently pursuing CMA (USA) and a Master of Commerce, demonstrating a commitment to ongoing professional development. Part-time experience as a Sales Executive Cum Cashier involved in customer service, cash handling, and collaborative teamwork. Seeking a challenging role to apply these skills and contribute to organizational success.

EXPERIENCE

Accounts Officer.

Doha Brokerage & Financial Services Ltd.

2021-2023

- Client Fund Verification: Verified diverse client fund confirmations for accurate financial records.
- Precise Fund Transfer Accounting: Ensured accuracy in accounting for confirmed fund transfers.
- Receipt Entry Authorization: Authenticated receipt entries, enhancing financial precision.
- Thorough Bank Reconciliation: Conducted detailed bank reconciliations for accurate reporting.
- Timely Payables Management: Managed payables for timely financial transactions.
- Payment Entry Authentication: Authenticated payment entries for smooth transactions.
- Internal Fund Transfers: Initiated efficient internal fund transfers.
- Effective Client Communication: Handled calls on client fund transfers from branches and associates.
- Portfolio Investment Scheme Oversight: Managed PIS duties, including contract note handling and authorization.
- Accurate Salary Payment Entries: Executed precise accounting entries for timely salary payments.
- Commission Calculation Expertise: Calculated and managed Marketing and Branch Associates Commission.
- Debtor List Management: Handled debtor lists to update Overdraft limits bi-monthly.
- Expense Recording and Timely Payment: Recorded monthly expenses and ensured timely payments.
- Statutory Audit Support: Assisted in statutory audits for a smooth examination process.

Sales Executive Cum Cashier (Part-Time)

Baby Care Private Limited

- Customer Assistance: Guided product selection, provided baby item information, ensuring a smooth buying experience.
- Transaction Management: Processed payments accurately (cash, credit, or debit) and efficiently handled the cash register.
- Team Collaboration: Collaborated for smooth operations, occasionally supporting various store functions.
- Reporting Proficiency: Generated concise reports on sales, inventory, and Cash/Bank transactions for managerial insight.
- Problem-Solving Skills: Addressed queries, resolved complaints, and handled transaction issues effectively.
- Inventory Control: Monitored stock levels to ensure optimal inventory, contributing to operational efficiency.
- Customer Relations: Fostered positive customer relationships, enhancing the overall shopping experience.
- Adaptability: Demonstrated flexibility in tasks, efficiently adapting to evolving store needs.

EDUCATION

- Master of Commerce (Pursing)
 - Mahatma Gandhi University, Kerala (2019)
- Certified Management Accountant (USA - Pursuing)
 - Logic School of Management (2019)
- Bachelor of Commerce
 - Mahatma Gandhi University, Kerala (2016-2019)

CERTIFICATIONS

- Microsoft Office Specialist (Microsoft)
- Professional Diploma in Computerised Accounting (Kerala State Government)
- Achieved Training in Financial & Management Accounting

Dear Hiring Manager,

I am writing to express my keen interest to join at your esteemed organization, as advertised. With a proven track record as an Accounts Officer at Doha Brokerage & Financial Services Ltd., I bring strong expertise in financial management, bank reconciliation, and comprehensive accounting skills.

My proficiency in MS Word, MS Excel, Tally, and meticulous attention to detail align with the requirements outlined in the job description. As highlighted in my resume, I have successfully managed fund confirmations, receipt entries, and payables while ensuring compliance and accuracy. My experience extends to portfolio investment schemes, salary payments, and effective team management.

In addition to my accounting background, I have demonstrated multitasking abilities as a Sales Executive Cum Cashier at Baby Care Private Limited. This role enhanced my customer service, cash handling, and problem-solving skills, further enriching my professional repertoire.

I am excited about the opportunity to contribute my skills to your team and am confident in my ability to make valuable contributions to your organization's success. Thank you for considering my application. I look forward to the possibility of discussing how my experience aligns with your needs.

Sincerely,

Govind C Kaimal