



# GOUTHAM G

## PROFESSIONAL PROFILE

Highly organized professional offering proven skills in data processing and documentation management. Adept at working collaboratively within a fast-paced and detail-oriented environment to facilitate workflow and drive defined goals.

## WORK EXPERIENCE

**Junior Accountant** June 2020 - July 2021

**Tata Motors Eranakulam , Kerala**

- Assisted in the preparation of financial statements, including income statements, balance sheets, and cash flow statements.
- Accurately entered and recorded financial transactions, invoices, and receipts into the company's accounting system.
- Posted journal entries, updated accounts, and performed necessary adjustments to maintain the general ledger.
- Maintained meticulous financial records, invoices, and receipts while implementing an efficient filing system.
- Assisted in ensuring compliance with tax regulations by participating in the preparation and filing of tax returns.

**Cashier** 2021 to 2023

**Yamuna Tourist Home**

- Accurately processed cash, credit card, and digital payments for purchases, while maintaining cash register security.
- Balanced cash drawer at the beginning and end of each shift, reconciling transactions to account for discrepancies.
- Managed cashier lines during peak hours to ensure efficient checkout processes and minimize customer wait times.
- Adequate and necessary information whenever required to Head Office, Administration office or various departments of the company.

## PERSONAL DETAILS

- Date Of Birth :-24.12.1998
- Gender :- Male
- Marital Status:-Unmarried
- Nationality :- Indian

## PASSPORT DETAILS

- Passport No :- U9488883
- Date Of Expiry :- 14.02.2031
- Place Of Issue :- Cochin
- Visa Status :- 2 Month Visit Visa

## DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.

## CONTACT



+971555827032



[gouthamedk@gmail.com](mailto:gouthamedk@gmail.com)



Al quoz 2 Dubai , UAE

## EDUCATION

2016-2019

**B. Com (CO-OPERATION)**

2019

**Diploma in Practical Accounting , Ernakulam**

2014 - 2016

**Higher Secondary**

## EXPERTISE

- Cash handling
- Verbal communication skills.
- Issuing refunds & exchanges.
- Weighing & scanning items.
- Greeting customers.

## LANGUAGE

- Malayalam
- English
- Tamil
- Hindi

## COMPUTER PROFICIENCY

- Tally ERP
- MS Office & MS Word
- SAP (FICO)
- QuickBooks.