**Curriculum Vitae**

# GOPU. P. D

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Mobile: 058 243 1252

**PERSONAL PROFILE**

Date of birth: **02/10/1991**

Nationality: **Indian**

Passport No: **K5081876**

Marital Status: **Single**

Languages Known: **English, Hindi, Malayalam**

Address: Room No 411,

Al – Dafra Building Al Qusais, Dubai.

**OBJECTIVE:**

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.

**CAREER SUMMARY:**

* Currently Working in **Al Hikma Building Contracting LLC**, Dubai, UAE.
* **4 years and 3 months** of experience in **Accounting and Taxation**

**WORK HISTORY**

# Currently Working in Al Hikma Building Contracting LLC, Dubai As Accountant From 27th March 2017 Reporting to Finance Manager.

1. From 27th October 2014 to 17th February 2017, As Junior Accounts Manager in Sreepadmam Fire & Life Safety Engineers, Thrissur, Kerala, India Reporting to General Manager.
2. From 18th April 2014 to 22th October 2014, As Accountant in Benz Auto Spares, Bangalore, India Reporting to Managing Partner.

**EDUCATION**

* **Master of Business Administration** (**MBA- Finance**) from University of Mahatma Gandhi, India. Passed in April 2014
* Graduation in **Bachelor of Commerce** from University of Calicut, India. Passed in April 2012



**COMPUTER SKILLS**

* Quick Books
* Tally
* Peachtree
* Daceasy
* MS-Office
* Windows
* Other basics of computer

**JOB PROFILE:**

* Filing VAT returns.
* Preparing, maintaining, analyzing, verifying, and reconciling of VAT filing documents
* Preparing, maintaining, analyzing, verifying, and reconciling financial transactions, financial statements, records, and reports and processing year end accounts.
* Preparing weekly confidential project reports for presentation to management.
* Preparing monthly reports for senior managers that include business Project status and Performance Indicators.
* Reviewing the company’s financial systems.
* Responsible for sales tax return, works contract return, and annual return of company
* Preparing, maintaining sub-contractor payments.
* Preparing, maintaining Supplier payments
* Payroll preparation

REFERENCES

* Mr. Devidas, Senior Accountant, Al Hikma Building Contracting LLC, Dubai, Mob: +971-0565034208
* Mr. Prasanth P P, General Manager, Sreepadmam Fire & Life Safety Engineers, Thrissur, Kerala, India. Mob +91-9496754435, email- sreepadmamfire@gmail.com