






PERSONAL PROFILE

DOB: 30-05-1998
Marital status: Single
Gender: Female
Nationality: Indian

CONTACT

 +918281858390

 gopikaunni305@gmail.com

 Sreerathnam, Mundakkottu kurssi, Shornur 2, Palakkad, Kerala, 679122

SKILLS

- Planning & Organizing
- Tally professional
- Active learner
- Organizational skills & ability to manage deadlines
- Maintaining high degree of confidentiality
- MS Office- MS Excel, MS word, Power point presentation
- Team working

LANGUAGES

- English
- Malayalam
- Hindi

REFERENCE

CA. Krishna Kumar P N
Proprietor of PNK Associates,
Chartered Accountants,
Cherpulassery, Palakkad, Kerala.
Phone No: +91 9495 916486

GOPIKA G

ACCOUNTANT

PROFESSIONAL EXPERIENCE

Productive Auditing & Accounting Trainee skilled in organizing and managing multiple projects and assignments with capacity to set priorities and meet deadlines. Familiarity with basic accounting principles to analyze and manage variety of data. Handles confidential information with discretion.

WORK EXPERIENCE

PNK & Associates, Chartered Accountants

Article Assistant

Palakkad, Kerala

April 2019 To August 2022

- Assisted in Tax Audit and Statutory Audit of Companies, Firms and Sole proprietorships Etc.
- Worked as a part of a team of qualified professionals and coordinated with them key audit findings and observations.
- Preparation and finalization of financial statements, notes to accounts, explanatory notes and drafting of audit reports.
- Vouching & verification of cash books, Bank books, journal entries, sales & purchase registers, ledger scrutiny, statutory payments, due dates.
- skilled in analyzing and processing the financial accounting data in order to prepare tax returns, estimated tax payments, forecasts and financial accounting estimates of tax.
- Participate in statutory and concurrent audit of banking company and preparation of its long form audit report.
- Ensuring timely filling of Income tax returns, TDS & GST returns and reconciliation of GST return with ledgers and making appropriate adjustments whenever necessary.
- Knowledge of taxation like VAT & corporate tax.
- Expertise in Ratio analysis & cashflow Analysis.
- Handling of petty cash and reconciliation cash disbursement.
- Planning of purchases and Inventory Controlling.

EDUCATION

Pursuing CA Final in Institute of Chartered Accountants of India

CA intermediate- 54% (Direct entry Scheme)

Bachelor of Commerce: (2015-2018)

Specialization in Finance SNGS College, University of Calicut - Palakkad, Kerala, India- 85%

Class XII: Commerce With Mathematics:(2013-2015)

HSS Chalavara, Palakkad, India - 92%