

# **CURRICULUM VITAE**



## **Radhika Gopakumar**

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### **Academic qualifications: -**

(1) **ACCA Finalist (cleared 12 out of 13 papers).**

(2) **MBA in International Business and Finance**  
University of the West of Scotland – Class of 2022

(3) **Bachelor Degree in Commerce – B.Com with specialization in Finance and Taxation from**  
St. Teresa's College, affiliated to Mahatma Gandhi University - Kochi, India – Class of 2020

(4) **Schooling: -** Our Own English High School, Sharjah, UAE & Gregorian Public School, Kochi, India.

### **Experience:-**

#### **1. FRG Chartered Accountants, Dubai, UAE-**

**Position: Audit Associate**

From 6<sup>th</sup> December 2023 to current

#### **Job Responsibilities: -**

- Preparation of Financial Statements
- Statutory audit
- Internal audit
- Revenue audit
- VAT consulting
- VAT return and filing
- Corporate tax consulting
- AML procedures
- ESR procedures

**2. BeFree Business Resourcing LLP, Kochi, India (an Australian based leading F&A BPO Company).**  
**Position: Junior Associate in UK Tax and Accounting-**  
From 15<sup>th</sup> November 2022 to 15<sup>th</sup> November 2023.

**Core achievement:** - Bright beginner award for the most intelligent new employee.

**Job Responsibilities: -**

- Preparation of Financial Statements, including TB, P&L and Balance sheet.
- Bookkeeping and Financial Accounting.
- Closing entries like Depreciation, Prepayment and Accrual entries.
- Payroll accounting and Management accounts.
- UK VAT Return and Reconciliation.
- Bank Reconciliation
- Training of new joiners and extending support to teammates.

**ERP, Accounting & Bill processing softwares:-**

- SAP - basic knowledge
- Xero
- Tally
- Mazeed
- Sage
- Quickbooks
- Hubdoc
- Dext
- Autoentry

**Technical skills: -**

- Advanced knowledge in MS Office (Excel, Word and PowerPoint).

**Professional skills: -**

- Advanced knowledge in Accounts Receivables Management. Received certification from Invisor Global Co.
- Excellent knowledge of accounting concepts – IFRS and IAS
- Preparation of Cash Flow Report
- Excellent communication skills, both verbal and written
- Virtual internship of 4 weeks as data analysis intern with KPMG Lower Gulf
- Team player and self-starter
- Good analytical skills and lateral thinking
- Proactive approach to all tasks
- Meets deadlines well before time
- Can solve disputes and make efficient, timely decisions.

**Leadership positions: -**

- Arts Club Secretary of St. Teresa's College student union, Cochin, India in the year 2019-2020.
- Led 80+ member team to third position, amongst 300+ colleges as a part of M.G. University youth festival 2020.
- Organized 10 + cultural programs for college functions.
- Conceptualized and implemented new campaigns for environment protection and sustainability.
- Raised funds for M.G. University Youth Festival and other Social Campaigns.
- Served as the Official Campus Ambassador at International Model United Nations(IMUN) in the year 2021
- Carried out Covid online campaign in college, which served as a platform for people from around

the world to share their experiences during quarantine.

**Hobbies: -**

Reading, Dancing, Driving, Travelling, Listening to music.

**Personal Details: -**

- Gender - Female
- Date of birth - 07/08/1999
- Marital status – Single
- Visa - golden visa sponsored by father.
- License – holds valid UAE Driving license.
- LinkedIn URL: <https://www.linkedin.com/in/radhika-gopakumar-5690081b4/>

**References:**

**Ankit Patel**

Manager

BeFree Business Resourcing LLP, Gujarat, India

Email: [ankit.p@befreeltd.com](mailto:ankit.p@befreeltd.com)

Thank you,

***Radhika.***