**Gopika Syam**

TC-16 / 1168, ARA – 96

Janaki Bhavan, Jagathy, Thycadu PO

Thiruvananthapuram - 695014

Kerala (State), India

Phone: +91-8848630400

Email: - gopisyam1994@gmail.com

**CAREER OBJECTIVE**

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

**KEY SKILLS**

* Tax Accounting: GST / TDS / Accounts Reconciliation / Accounts Payable / Accounts
* Receivable/ Attention to Detail / Team Working Quick Learning / Administrative Assistance
* Payroll Management / Communication / Tally ERP / MS Office

**EXPERIENCE DETAILS**

**Employer Name : M/s K Karalkada**

**Place : Trivandrum, Kerala, India**

**Designation : Accountant**

**Duration : 01st June 2018 to till today**

**Industry : Textiles - Handloom**

**JOB DESCRIPTIONS**

* Handling accounts finalization.
* Maintaining Books of Accounts as per Regulation
* Prepare monthly financial statements, reports and records by collecting, analyzing and summarizing account information.
* Maintaining GST Register - Input Tax Credit Availed, Output Tax Payable and Paid.
* Input Tax Credit Reconciliation – Verifying GSTR2 & GSTR2A
* Preparing and Submitting Monthly GST Return - GSTR1 & GSTR3B
* Supporting to submit GST Annual Return – GSTR9
* Preparing P&L for “Advance Tax” payable calculation and making payment.
* Maintaining TDS register and preparing monthly payment.
* Monitor and implement all accounts payable cheque activation and wire transactions.
* Provide support to auxiliary schedules for auditing purposes as per assigned work.
* Analyze different general ledger accounts regularly.
* Handling bank, debtor and creditor reconciliations
* Payroll management & Transferring Salary through Bank (WPS)
* Ordering and maintaining office stationery and equipment.
* Managing electronic and printed files.
* Verifying tax invoices and challans

**Employer Name : M/s Alex Thomas Associates**

**Place : Trivandrum, Kerala, India**

**Designation : Junior Accountant**

**Duration : 25th September 2017 to 25th May 2018**

**Industry : Chartered Accountant**

**JOB DESCRIPTIONS**

* Verifying client’s GST Register - Input Tax Credit Availed, Output Tax Payable and Paid.
* Examine financial statements to be sure that they are accurate and comply with laws and regulations.
* Verifying client’s Input Tax Credit Reconciliation
* Preparing and Submitting of Monthly GST Return
* Filling Form 24Q for TDS on Salary
* Filling Challan 281 for TDS Payment

**ACADEMIC QUALIFICATIONS**

* Passed Bachelor of Commerce (B.Com) Taxation from the University of Kerala in 2017.
* Passed H.S.C from Board of Higher Secondary Examination, Kerala in 2013.
* Passed SSLC from State Board of Kerala, in 2011.

**TECHNICAL QUALIFICATIONS**

* Passed Tally Financial Accounting Program 9 ERP course from G-Tech, Palayam, Trivandrum in 2018

**PERSONAL PROFILE**

**Date of Birth** 05th Dec 1994

**Marital Status** Married

**Husband’s Name** Syamkumar Vasukuttan

**Languages Known** English, Hindi & Malayalam.

**Hobbies** Listening Music, Watching Movies & Travelling

**Driving License** Indian Union LMV & M.C-W/o- Gear

**Salary Expected** Negotiable as per post held and nature of work

**I hereby declare that all the information provided by me in this application is factual and**

**correct to the best of my knowledge and belief.**

**Date:**

**Place: Thiruvananthapuram, Kerala, India**

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**GOPIKA SYAM**