

Godwin Thomas Brahmakulam

Stanley Hall 2, Botchergate, Carlisle, CA1 1RZ | 07440707540 | godwin7994@gmail.com

Personal Profile

An energetic and innovative MSc Management and Finance graduate from Nottingham Trent University with excellent organizational, finance, managerial and teamworking skills demonstrated through actively participating in different business challenges hosted in universities, Internships, part-time jobs and full-time jobs.

Experience

Cash Office Assistant, Vision Express – Nottingham (10/2023 to Present)

- Bank Reconciliation
- Store sales reconciliation (cash and PDQ)
- Making bank payments (intercompany and external)
- Cash allocation
- Resolving Payment queries
- Investigating payments
- Cash flow reporting and monitoring large outflow
- General ledger

Accounts Payable Assistant, Rolls Royce – Derby (04/2022 to 07/2023)

- Data input into SAP and Coupa
- Supporting process improvement activities
- Ensuring all accounts payable activities are complied with policies and procedures
- Advising to raise credit note
- Posting invoices and ensuring they are coded correct
- Ensuring invoices are authorised for payment within due date
- Checking duplicate invoices
- Process inter company invoice
- Preparing spread sheets
- Reconciliations

Accounts Assistant, Cloud19 Solutions – Nottingham (08/2020 to 07/2021)

- Invoicing, billing, Payment follow up
- Reconciliation

Accounts assistant, Youth of Nottingham- Nottingham, England (10/2019 to 02/2020)

- Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments.
- Maintained excellent financial standings by working closely with Chief accountant to processes business transactions.
- Supported management by processing invoices and documents with consistent on-time delivery.

Assistant Accountant, Robins Nest- Thrissur, Kerala, India (04/2019 to 09/2019)

- Created and maintained detailed, organized and timely records of transactions to support legal compliance.
- Prepared and mailed account statements to vendors and kept meticulous correspondence documentation.
- Prepared written materials and electronic financial data to document activities, provide references and convey information.
- Worked with senior accounting staff to prepare financial documents and reports such as bills and invoices, year-end analysis, budgets, financial records and financial statements.
- Compiled general ledger entries on short schedule with 100% accuracy.

Auditing Intern, Varghese Paul- Thrissur, India, Kerala (03/2018 to 06/2018)

- Verified postings to ledgers to confirm accurate entry and account balances.
- Supported operations by communicating with customers, filing documents and managing data.
- Assessed data and information to verify entry, calculation and billing code accurately.

Education

Master of Science: Finance and management, 09/2019

Nottingham Trent University – Nottingham

- Graduated with Commendation

Bachelor of Commerce: Finance and Tax, 04/2019

Rajagiri College of Social Sciences – India

- Graduated with CCPA = 9.38
- Did a project on customer satisfaction on Kochi (India) Metro

Certificate in IFRS: Finance 08/2018

IAAP – India

No Degree: Indian CMA

ICAI – Thrissur

Cleared Indian CMA Foundation in First attempt and pursued intermediate for 3 years and passed every module individually in each exam.

Interests

- Made and suggested plans for inauguration of new shop
- Made budgets for college union election and basketball tournament
- Made plans and arrangements for 1-week college final year leisure trip
- Volunteered in care home to entertain senior citizens and children
- Participated in university business challenges (Thinkubator, Edlight)

Highlights

IT Skills

- Experience working in QuickBooks, Tally and SAP
- Knowledge in Microsoft Word, Spreadsheet and Powerpoint
- Adaptable to any accounting software
- Understanding of Xero, Cognos
- Filed Tax returns in XBRL

Organization and Time Management

- Timely submission of reports and required information to superiors.
- Organizing reports and Information in a professional way
- Organized and scheduled meetings with clients and tax authorities
- Delegated and achieved goals on time by guiding foreman workers.
- Head and member of NGFS Coordinating committee 2016, Planning and Management Committee 2017, Hospitality Management committee 2018

Communication

- Direct interaction with customers.
- Drafting emails and communicating through phone to customers, higher officials and government officials.
- Negotiated and bargained prices for new products selling in the shop.
- Negotiated and raised 30000 pounds for inter college festival.
- Volunteered in care homes to entertain senior citizens and children

Teamwork

- Worked as a team with fellow interns to achieve given works on time.
- Worked with retail staff to make shop ready for inauguration
- Organized and made a student team for newspaper collection to raise money for charity and collected 500 pounds.
- Interviewed and collected responses from kochi metro passengers for final year group project.

Hobbies

Acting and Photography