



# PAUL GOWTHAM

## PROFESSIONAL SUMMARY

**Focused Assistant Accountant/HR Admin with experience of 3 years**, Skilled in **account management, expense reports and invoice reconciliation**. Hard-working and **proactive with solid foundation of trustworthy and dependable performance**. Fosters positive and **welcoming company culture** to cultivate high-performing teams. Experienced in employee **relations issues and dispute resolution**.

## WORK HISTORY

**Accountant/HR Admin Fortune Furniture** - Coimbatore, India 06/2018 - 10/2021

- **Enhanced company revenues** by reducing Indirect expenses by 10%
- **Enrolled fellow company associates in ESI and PF** to reduce their medical and financial expenses
- **Calculating monthly salary for employees and make payment** to their respective banks
- **Maintain cash transaction & petty cash book, day to day cash & bank transactions handle**, preparing outstanding list of debtor & making payment follow-up
- **Preparation GST return** and filing return on monthly
- **Handling all kinds of books and register, using Tally ERP, Cash Book, general ledger, journal, purchase register, sale register.**
- **Dealt effectively with all day-to-day administration, including sourcing and booking travel**, completing and filing orders and liaising with suppliers
- **Prepare Tax Invoice, delivery challan, packing list, E way bills & other dispatch documents, collect lorry receipts from transporters** and check all details as per instruction dispatch details send to our customer, our representative and head office through mail daily
- **Assisted the Finance Manager with the preparation of paperwork** for a company audit
- **Advised prospective employees on various tips and tricks that would assists them in gaining employment** with the organization

**ACCOUNTANT 01/01/2022 – CURRENTLY WORKING.**

**ARTEX AUTO REPAIRING WORK SHOP – Sharjah, UAE**

- **Enhanced company revenue by reducing** indirect expenses by **20%**.
- **Calculating monthly salary** of the employee and making payment with proper record.
- **Preparation of VAT** quarterly and filling.
- **Maintaining of petty cash.**
- **Preparing bills before dispatch.**
- **preparing of quotation** and making sales order.
- **Follow up the order** and sending the quotations in mail.
- **Maintaining the inventory in excel** of mechanical parts
- **Preparing the monthly statement** of the company profit and loss and submitting all records to directly **Managing director.**
- **Making the job order** for the vehicles came for mechanical work.
- **Made price list for the purchase** and checking any price changes and reporting to MD.
- **Properly maintain the employee records like** passport ,visa, leave certificate air tickets.

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## SKILLS

- **Being Positive**
- Building Teams
- **Good Communication**
- Interested in Learning
- **Open to Feedback**

## LANGUAGES

**Tamil:** Native language  
**English:** B2

EXCELLENT

## SOFTWARE PROFICIENCY

- Tools : **Tally ERP9.**
- Operating System : **Windows XP,7,8,10**

## PASSPORT DETAILS

**Passport No.:** Z6121794  
**Date of Issue:** 28/12/2020  
**Date of Expiry:** 27/12/2030

## EDUCATION

**MBA:** HR and ENTREPRENEURSHIP, 2019  
**KG College of Arts And Science**

**B.Com,** 2017  
**KG College of Arts and Science**