


 Dubai, UAE
 0545388619
 paulgowtham16@gmail.com
 Indian

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

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.