



Gokuldas. C

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Strength

Possess excellent communication skills.
Ability to work in a team and willingness to learn. Positively motivated and adaptable to any environment.

Languages

English: Professional Working Proficiency
Malayalam: Native or Bilingual Proficiency
Hindi: Professional Working Proficiency

Personal Profile

Address: Kinattinkara House
Poothankara
Pattiparambu (P.O)
Thiruvilwamala
Thrissur (DIST)
Kerala - 680588

Nationality: Indian
Gender: Male
DOB: 10.09.1979
Passport No: V2832479

Education

B.A, Economics, Calicut University,
Kerala, India. 1998 – 2001.

Certificates

Diplomain PC hardware maintenance From eBITS,
Palakkad, Kerala, India in SEP'2003

Career Objectives

To work in an open, exciting and professional environment having excellent growth prospects. Take up innovative and challenging assignments.

Work Experience

Alpha Tech Air Conditioning System Factory LLC, UAE from 11th OCT'2023

Accounts Assistant

- Delivery Order:** Ensure all materials are dispatched with delivery order
- Invoicing:** Ensure invoices are raised on daily basis for dispatched materials & timely submission to customer
- Payments:** Follow up for payments from customers and ensure payment is collected on time, issuing payments to vendors
- MIS Report:** Preparing report as per management needs
- Stock Inventory:** Ensure proper stock register is maintained
- Purchase:** Negotiate with vendors & issuing purchase order as per requirement
- Assist in VAT filing**

Receptionist

Lakshmi Lodge, Guruvayur, Kerala from 21st FEB'2023 to 04th MAY'2023

Achievements / Tasks

- Provided clerical support to company employees by copying, and filing documents.
- Responded to inquiries from customers seeking information.
- Confirmed appointments, communicated with clients, and updated client records.
- Ensure reception area is kept clean and neat to give visitors positive first impression.
- Attending guest queries.
- Allotting rooms as per client requirement
- Cash management.

Admin Executive,

SK Food Products as from 01stSEP'2020 to 31st MAY'2022 at Kerala, India

Achievements/Tasks

Office administration, Purchase, Stationery, Packing & dispatch.

Global Aviation Services Pvt. Ltd.from 02nd May'2006 to 31st DEC'2019 at Mumbai, India

Import cargo section

Korean Air (GSA) for handling import cargo section from 02.05.2006 to 30.11.2010

Achievements/Tasks

Handling imports team, Issuing Delivery Orders for import Cargo, Handling cash and cheques, Attending queries, Sending telexes to head office for discrepancies, Following up for D.O payments, Co-coordinating with handling agent for discrepancies, Coordinating with headoffice for import cargo problems, Self-correspondence—includes drafting of letter, e-mail, sending telex

Cargo Revenue Dept.

Transferred to Global's H.O, Cargo Revenue Dept. from 01.12.2010 to 16.12.2013

Achievements/Tasks

Receiving stock from principles and dispatch the same to ranches according to requirements. Preparation & generation of CSR both agent & airlines. AWB entry in cargo package. Adding adhoc rate in cargo package. Receiving AWB green copy from all India. Checking green copy and ensure correct rates are applied. Follow up for corrections. Reporting CSR on time.

Airport office jobs from 17th DEC 2013**Achievements/Tasks**

Distribution of CSR to agents on time. Collection of CSR payments & depositing the same in bank. Follow up for CSR payments. Handling petty cash. Preparation of petty cash statement & sending same to H.O. Distribution of TDS Exemption & TDS Certificate to agents. Receiving TDS Exemption & TDS Certificate from agents. Receiving AWB stock from H.O & distribution of stock to agents. Keep record of AWB stock.

Administration**Achievements/Tasks**

Maintaining attendance & leave records & sending the report to H.O on monthly basis. Purchase, Stationery management. AMC of society and office equipments. Receiving bills & making payments on time. Over all maintenance of office

Head Office Cargo Revenue Dept. from AUG'2018**Achievements/Tasks**

Entering details of AWB in software. Checking airway bills. Generation of CSR. Checking CSR received from airline. Sending disputes to the airline and follow up for the same. Solving queries received from airline. Passing of CSR and TDS JV.

Accounting Analyst (Trainee)

Saudi Arabian Airlines from 05th January'2005 to 30th April'2006 at Mumbai, India

Achievements/Tasks

Passenger Sales accounting. Cargo Sales Accounting. Stock Accounting. Passenger Revenue. Daily BankBalance. Handling of Refund Tickets

Data Entry Operator

M/s. Euclid InfoTech Pvt. Ltd. from 22nd NOV'2004 to 31st December'2004 at Mumbai, India