

# Rinu Mathew

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971526247139

Efficient and competent professional with 3+ years' experience in Accounting & Office Administration. Working efficiently under pressure and achieving work timelines. Possess friendly, presentable personality with good communication, analytical, coordination, problem solving, interpersonal and time management skills.

## Work Experience

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### **Accounts cum Office Administrator**

Manjoorans Education Academy, Kerala - IN  
September 2019 to December 2019

### **Audit Assistant**

Asset Associates, Kerala - IN  
April 2017 to August 2019

### **Admin cum Accounts Assistant**

Nissan Trading Company  
April 2016 to March 2017

#### **JOB PROFILE**

- Handling daily transactions in cash, petty cash, bank accounts, PDC's and managing company's liquidity.
- Prepare all vouchers on daily basis and ensure whether it is posted to proper accounts, maintaining supporting documents like invoices, vouchers, receipts etc.
- Prepare & maintain journal entries, reconciles A/R, A/P, bank accounts & related parties accounts.
- Negotiate and communicate with clients & Vendors for the payment terms and payment schedules.
- Preparation and review of client payments and reconciliation of client accounts.
- Prepare & review Periodical Tax Return, supporting documents, and ensuring the timely submissions.
- Prepare and maintaining Payroll Statements & handling employee benefits
- Liaison with clients, auditors, Bankers & other associates
- Preparation & timely submission of various financial & other reports to management for review.

## Education

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### **Master of Commerce in (M. Com), Kerala, India**

Mahatma Gandhi University  
2013 to Present

## Skills

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RECONCILIATION, DISBURSEMENT, GL, CASH MANAGEMENT, EMPLOYEE BENEFITS

## Additional Information

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### SKILLS AND ACCOMPLISHMENTS

- Petty Cash Management
- Preparing and Reconciliation of GL accounts
- Communication, interpersonal skill
- Arithmetic accuracy
- Quick learner
- Team Management
- Reporting & Documentation
- Preparation of MIS, Statutory Reports
- Preparation of Payroll Statements & Salary disbursement
- Handling HR documents & employee benefits
- Meet deadlines & schedules