

Reni Robert

Contact Details:

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Email: renirobert4@gmail.com

□ Holder of **MBA with Specialization in Finance and Human Resource.**

Career Objective	To seek a challenging job of a progressive establishment, which offers a better working environment and to associate myself for achieving the organizational goal through my hard work, commitment and long term career relationship.
Personal Details	<p>Age & DOB: 33 Years, 14th July 1987</p> <p>Nationality: Indian</p> <p>Marital Status: Married</p> <p>Sex: Male</p> <p>Kerala Address: Rony Dale, Vysanazhikom, Kaikulangara West, Kollam- 691013.</p> <p>Bangalore Address: Block 10, B189, CPWD Complex Domlur- 560071, Bangalore</p> <p>Email: renirobert4@gmail.com, renirobert16@gmail.com</p> <p>Mobile: +91 6363300829, +91 8951085329,</p> <p>Languages Known: English, Malayalam, Tamil & Hindi.</p>
Education	<p>MBA(Finance & HR)</p> <p>Institution: Udaya School of Engineering, Tamilnadu, India.</p> <p>□ Year 2010 Anna University of Technology, Tamilnadu, India</p> <p>B Com</p> <p>➤ Year 2008 University: Kerala University</p>
Work Experience (I)	<p>Period of Tenure: 24th June 2019 To Till Date.</p> <p>Organization: U&I Trust, Bangalore</p> <p>Company Profile: A volunteer driven NGO Based in Bangalore</p> <p>Designation: Manager- Accounts</p> <p>Job Profile:</p> <ul style="list-style-type: none">➤ Reconciliation of all the bank accounts(Including foreign and local bank accounts).➤ Budgeting and controlling.➤ Reconciliation of all Happay accounts.➤ Preparation of Expenses Vs Budget report on monthly basis.➤ Preparation of Fund Utilisation report for the Donors.➤ Month end closing of accounts and preparation of various reports like Donation details, Funding and disbursement report, Expenses Vs Donation details.➤ Calculation and payment of TDS, GST, Professional tax, Provident fund, ESIC on monthly basis.

Work Experience(II)	<ul style="list-style-type: none">➤ Preparation of all the reports for the Trustees.➤ Quarterly Audit and Verification of accounts.
	<p>Period of Tenure: 17th January 2019 To 21st June 2019.</p> <p>Organization: Medica Home Health Ventures Pvt Ltd, Bangalore Company Profile: A home care service provider based in Bangalore Designation: Accountant Job Profile:</p> <ul style="list-style-type: none"><input type="checkbox"/> Preparation of sales report and Income and expenditure report on monthly basis<input type="checkbox"/> Responsible for daily accounting of the company.<input type="checkbox"/> Preparation of ageing report.<input type="checkbox"/> Invoicing and handling employee reimbursements.<input type="checkbox"/> Calculation and of TDS, Professional tax on monthly basis.<input type="checkbox"/> Reconciliation of bank statements on a weekly basis.<input type="checkbox"/> Preparation and submission of GSTR-1 and GSTR-3B.<input type="checkbox"/> Preparation of trial balance, profit and loss account, and balance sheets on monthly basis.<input type="checkbox"/> Handling collections.<input type="checkbox"/> Preparation of budgets and Budget Vs Actual reports.<input type="checkbox"/> Handling petty cash.<input type="checkbox"/> Reconciliation and scrutiny of general ledger.<input type="checkbox"/> Preparing cheques for vendors.<input type="checkbox"/> Monthly expenses and revenue report to the management.<input type="checkbox"/> Incharge of Lab accounts and homecare accounts.

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Work Experience (II)	<p>Period of Tenure: 05th October 2016 To 16th January 2019</p> <p>Organization: Samarthanam Trust for the Disabled, Bangalore, India</p> <p>Company Profile: NGO Based in Bangalore</p> <p>Designation: Accounts Officer</p> <p>Job Profile:</p> <ul style="list-style-type: none">□ Monitoring the maintenance of books of accounts by the concerned staff and need to ensure that everything is line with policy & project budgeting.□ Verifying the day to day business transactions of the organization□ Reporting to the higher ups about the day to day financial status of the organization□ Reconciliation of bank statements on daily basis.□ Preparing the Actual spend Vs Budget report.□ Prepare of monthly, quarterly, half yearly etc financial statement of accounts for the management review/ decision making purpose□ Passing monthly salary and other expense entries.□ Preparation of monthly ageing statements and balance sheet, Trail balance etc.□ Assisting in preparation of budgets for different FCRA projects.□ Making payments and receipts as necessary for the business and recording them in accounting software (Tally) in a timely manner.□ Checking all the estimates and preparing Purchase order and Competitive statement.□ Calculation of TDS, Professional tax, ESIC and Provident fund on monthly basis.□ Preparation of Receipts and Payments account of all FCRA projects on monthly basis.□ Preparation of Fund Utilization Reports for all FCRA projects.□ Handling employee reimbursement /Claims etc.
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Work Experience(III)

Period of Tenure: 10th September 2014 To 03rd October 2016.

Organization: Printree, Bangalore, India.

Company Profile: A designing and printing company in Bangalore.

Designation: Accounts Executive

Job Profile:

- ☐ Preparation of monthly revenue statement.
- ☐ Entering Invoices in Tally ERP 9
- ☐ Preparation of Profit and loss account and balance sheets on monthly basis.
- ☐ Reconciliation of bank accounts on daily basis.
- ☐ Preparing and filing of VAT returns & TDS, Professional Tax on monthly basis.
- ☐ Preparing Ageing statements on monthly basis.
- ☐ Preparing cheques of Vendors.
- ☐ Preparing estimates, Purchase orders, Comparative statements etc.
- ☐ Preparing stock reports.
- ☐ Preparation of cash flow statement, income and expenditure account and Balance sheet.
- ☐ Preparing Production report on Monthly basis.
- ☐ Daily payment followup and preparation of collection report.
- ☐ Handling employees files & records.
- ☐ Handling pettycash etc.

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Work Experience(IV)	<p>Period of Tenure: 12th June 2013 To 06th September 2014.</p> <p>Organization: Hyatt Bangalore, India.</p> <p>Company Profile: An International Five Star Hotel in Bangalore</p> <p>Designation: Accounts Payable Clerk</p> <p>Job Profile:</p> <ul style="list-style-type: none"><input type="checkbox"/> Preparing cheques for Vendors.<input type="checkbox"/> Preparing and filing of VAT returns, Professional Tax & TDS on monthly basis.<input type="checkbox"/> Entering Material bills & service bills on Iscala Accounting Software.<input type="checkbox"/> Preparing monthly provision list.<input type="checkbox"/> Reconciliation of General Ledger and Cost centres for month end closing.<input type="checkbox"/> Processing Travel agent commissions.<input type="checkbox"/> Capex Accounting.<input type="checkbox"/> Assisting in monthly closing of accounts.<input type="checkbox"/> Checking and settling all the expenses claim forms of the employees.<input type="checkbox"/> Monthly Preparing of Accounts Payable Ageing report for the management.<input type="checkbox"/> Settlement of supplier Advance on monthly basis.<input type="checkbox"/> Reconciliation of Bank Accounts on daily basis.<input type="checkbox"/> Signing vendor registration forms from all the vendors.<input type="checkbox"/> Handling employee reimbursements
Work Experience(V)	<p>Period of Tenure: 20th February 2012 to 11th June 2013.</p> <p>Organization: Eduquity Career Technologies Pvt Ltd, Bangalore, India</p> <p>Company Profile: A Leading Human Resource Assessment Service Provider.</p> <p>Designation: Accounts Assistant.</p> <p>Job Profile:</p> <ul style="list-style-type: none"><input type="checkbox"/> Entering all the Invoices and Vouchers in Tally Software.<input type="checkbox"/> Preparing cheques for vendors.<input type="checkbox"/> Preparing Invoices and follow up of pending bills.<input type="checkbox"/> Controlling all the Eduquity branches accounts.<input type="checkbox"/> Process Monthly salary of the Employees in Greytip software.<input type="checkbox"/> Preparing total revenue details.<input type="checkbox"/> Checking all the travel reimbursement forms of Employees.

	<ul style="list-style-type: none"><input type="checkbox"/> Preparing Daily Allowances Break Up for the Management.<input type="checkbox"/> Reconciliation of Bank accounts.<input type="checkbox"/> In charge of MES(Modular Employability Scheme) Accounts.<input type="checkbox"/> Preparing Service Tax, Professional Tax and TDS.<input type="checkbox"/> In charge of Accounts Payables & Accounts receivables.<input type="checkbox"/> Maintaining Employees files and Records.
Work Experience(VI)	<p>Period of Tenure: 11th December 2010 to 12th January 2012</p> <p>Organization: Al Ras Building Material. LLC Dubai, U.A.E.</p> <p>Company Profile: A well established Structural Steel Trading Company in Dubai, U.A.E.</p> <p>Designation: Accounts Assistant.</p> <p>Job Profile:</p> <ul style="list-style-type: none"><input type="checkbox"/> To deposit the daily cheques in the bank.<input type="checkbox"/> Preparation of collection reports.<input type="checkbox"/> Preparing various reports to the Management such as Stock Report, Creditors /Debtors Report etc.<input type="checkbox"/> Process monthly salary of the Employees.<input type="checkbox"/> Reconciling of bank Statements.<input type="checkbox"/> Entering the daily Purchases and Sales in the Accounting software.<input type="checkbox"/> Sending letters to Debtors regarding the Payment.<input type="checkbox"/> Collecting documents from banks and other shipping companies.<input type="checkbox"/> Preparing Cheques.<input type="checkbox"/> Updating cashbook.<input type="checkbox"/> Preparing Purchases and Sales Invoices.<input type="checkbox"/> Keep a record of the leaves taken and unpaid dues of the Employees and report them on monthly to the Management.

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Strength	Good knowledge in admin work and HR Work. Experience in Tally ERP 9, IScala, Quick books, Bullseye accounting software etc. Experience in Greytip Payroll Software. Experience in Fixed asset accounting. Ability to take tough assignments. Good Knowledge in TDS, Professional tax, Provident Fund etc. Good knowledge in Accounts Receivables and Accounts Payables. Able to learn and understand new things in a short period of time. Good knowledge in RTGS, NEFT etc.
Reference	Would be Provided upon Request
Certificates & Documents	Would be Provided upon Request or at the time of Interview.

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