

ROBIN.V. S MATHEW

Address: H. No. 237/2, U.I.T, Bhiwadi, Alwar, Rajasthan, India.

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Career Objective-

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self development and help me achieve personal, family as well as organization goals. And enhance me to show the best out of better.

Academic Qualification

2020 - : Pursuing MBA with HR and Finance from CHANDIGARH UNIVERSITY.
2013-2018 : Graduated B.Com from PODDAR GROUPOF INSTITUTION, Jaipur.
2012-2013 : Passed 12th from St. Xavier Sr. Sec. School, Bhiwadi.
2010-2011 : Passed 10th from St. Xavier Sr. Sec. School, Bhiwadi.

Volunteer work: -

- Participated in various events held in School & college
 - Volunteer work in blood donation camp held in **Santokba Durlabhji Memorial Hospital, Jaipur.**
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Professional Experience:-

- Currently working as a Accountant and Admin incharge in St. Mary's School, Mohali from 12th September 2019 to till date.
 - Worked as Accountant and Admin in **Shiv Public School**, Bhiwadi from 1st December 2017 to 31st August 2019.
 - Worked as Accountant and Admin in **M/s. Bhakolia Industries** manufacturers of Corrugated Box from 26th Dec. 2016 to 30th November 2017.
 - Worked under **R.K KAUSHIK CONSULTANCY** in Bhiwadi since 1st May 2014 in 31st Oct. 2016.
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Profile Exposure :-

- Dealing with all academic records.
- Handling and maintaining School NOC and affiliation papers.
- Maintaining of a proper fee records as per organization terms.
- Preparing and recording Purchase and Sales bill in tally erp9.
- Maintaining the statutory records relating to attendance, overtime and earnings of all workmen at the site.

- Staff Opening Bank Account
- Ensuring that returns and its payment are made in before due dates.
- Liaison with labor department, Government officials' viz. PF/ESI inspector, sub-contractors and security agencies to maintain good industrial relations and to ensure full statutory compliances.
- Maintaining proper record of Other Compliances like factory act, Labor Act.
- Employee's Relationship (Handled Employee's according to the firm's or organization's policy.
- KYC update with ESIC,UAN etc.,
- Resolving the Employee's problem and maintaining a proper decorum in the company.
- Payroll Processing, Deduction Cutoff.
- Administrative works.
- Maintaining all statutory relevant documents.
- Preparing Bonus Sheet &Gratuity.
- Represent the company during statutory inspections or any other inspection related to school.

Personal skills:-

- Fast Learner, Adapt well to changes & pressure.
- Presentation skills.
- Work effectively with diverse group of people.
- Committed to deadline & time management.
- Worked in OS of Window Xp,7 ,8 and latest 10
- Microsoft Office 2007& 2010

Language Proficiency: -

- English :Read, Speak, Write
- Hindi :Read, Speak

Hobbies: -

- Playing Football
- Listening music
- Watching movies
- Making drawings in free times
- Net suffering, etc.

Personal Profile: -

Sex : Male
Date of Birth : 21/03/1995
Birth Place : Kollam, Kerala, India
Father's Name : Mr. Saji Mathew V M
Marital Status : Unmarried

I hereby declare that all the above Information are true and correct to the best of my knowledge and belief.

Date:

Place:

(ROBIN.V. S MATHEW)