



ROBIN.V.S MATHEW

Contact No. +971-502694223 E-Mail ID – robbym95@gmail.com

Accountant cum Administrator

CORE COMPETENCIES

➤ *Managerial*

- Strategic Planning
- Ability to work within a team
- Self Management
- Decision Making
- Problem Solving
- Communication

➤ *Administrative*

- Adept in technology
- Time Management
- Detail-Oriented
- Reporting Skills
- Professionalism
- Leadership

IT SKILL

- MS Word, Excel, PowerPoint presentation, VBA User form
- Networking Sharing
- Windows Installation
- Hardware Installation
- Printer Installation
- Music & Video Editing
- Software Installation

LANGUAGES

- Hindi - Read, Speak, & Write
- English – Read & Speak
- Malayalam - Speak

SUMMARY

Dedicated accounting professional with unique combination of talents and resourceful accountant with more than 7 years of rich experience in managing the accounts and administration. Some of my core skills include taxation, regulatory compliance, budgeting, communication skills, bookkeeping and typing.

Possess extensive experience in managing personnel records, confidential matters and preparing of payroll processing with having experiences in Microsoft office tool.

EDUCATION

Chandigarh University 2020-2022
MBA-HR

Rajasthan University (Poddar International College) 2013-2018
B.Com-Finance

St. Xavier Senior Secondary School (CBSE Board) 2012-2013
12th

St. Xavier Senior Secondary School (CBSE Board) 2010-2011
10th

PROFESSIONAL CERTIFICATE

Cbitss-Sukrala Services Pvt. Ltd. 2021
HRM

WORK EXPERIENCE

St. Mary's School, Mohali 12th Sept. 2019 to 28th Feb. 2022
Accountant cum Administrator

Responsibility for ensuring the smooth running of finance department. Advising and updating the management on irregularities or concern about invoices & financial matters.

- Daily Updating School Fee records by Cash & Bank Payments.

- Preparation of MIS report of pending and actual payment records.
- Reconciliation of Cash & Bank Payments in the books of accounts.
- Cashflow management.
- Preparing annual budgeting and academic budgeting
- Preparing Annual inventory requirement.
- Keeping financial records of income and expenditure.
- Coordinating with the internal and external auditor.
- Computation of monthly tax.
- Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations.
- Assisting the management & HOI for the annual and academic budgeting.
- Managing the receipts and deposits of cash bank transactions.
- Ensuring that all invoices and staff reimbursement are paid accurately.
- Adjustment of fee concession based on approvals
- Reconcile of accounts payable and receivables
- Preparation of Daily and monthly Bank Reconciliation statement
- Staff payroll processing and statutory payments.
- Handling, maintaining and providing School information to DEO (District Education Officer) and CBSE (Oasis and LOC registration of 9th and 11th) as per the requirement.
- Prepare related documents (Service Book, Personal Files, etc.) and keep confidential reports.
- Communicate with parents and regulatory bodies.

Shiv Public School, Bhiwadi

1st Dec. 2018 to 31st Aug. 2019

Accountant cum Administrator

I was responsible for overall Payment records and state board administration.

- Updating and Maintaining proper records of Students in RTE portal and system administration.
- Posting of entry in Erp and maintain the accounts receivable and payables.
- Responsible for closing of the books of accounts and preparation of Final Accounts.
- Maintaining and dealing with all Govt. statutory records relating to attendance and Payroll.
- Prepare payroll processing.
- Ensuring that returns and its payment are made in before due dates.

Bhakolia Industries, Bhiwadi

26th Dec. 2017 to 30th Nov.2018

Accountant and HR Executive

Bhakolia Industries is an ISO Certified Company 9001:2015. Mainly Deals with Supplying and Manufacturing of Corrugated Boxes, Labels, Stickers, Corrugated Sheets, Export Corrugated Boxes and Printed Corrugated Boxes.

I was Responsible for:

- Preparing and recording Purchase and Sales bill in tally erp9.
- Preparing GST Challan (GSTR3 and GSTR2).
- Processing tax payments and returns.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Prepare payroll and deduction of employee's as per statutory rules and company policy.

- Maintaining the statutory records relating to attendance, overtime and earnings of all workmen at the site.
- 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.
- Employee's Relationship (Dealing with Employee's according to the firm's or Organization's policy.
- Represent the company during inspection with different govt.
- Handle monthly, quarterly and annual closings.
- Manage balance sheets and profit/loss statements
- Ensuring that returns and its payment are made in before due dates.

R.K Kaushik Industrial Consultant
Junior Accountant and Executive

1st May 2014 to 31st Oct. 2017

R K Kaushik Consultancy is a Leading Service Provider of Legal Documentation, Labour laws advisor, ESI, EPF and Management Consultant.

I was Responsible for:

- KYC updation in statutory portal like ESIC, UAN etc.
- Payroll Processing under CTC, Deduction Cutoff.
- Maintaining all statutory relevant documents
- Preparing Bonus Sheet & Gratuity.
- Solving Employee's grievances.
- Time management.

PERSONAL DOSSIER

Date of Birth : 21st March 1995

Present Address: Flat No. G4, Fahad building,

Near Labor Office, Yarmook, Sharjah, UAE

Nationality : Indian

Marital Status : Single

Passport No. : N4823968

Date of expiry : 09-11-2025

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