

## **ROBIN K JOSEPH**

*Accounts and Finance Professional*

**Address:** Karthikappally, Vettithuruth, Changanacherry, Kottayam, Kerala, India

**Current Address:** New Sanaya, Ajman, Sharjah, UAE

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### **CAREER OBJECTIVE**

To handle responsibility in such a way that it bring pride to the organization, give my best possible to the organization and to manage and cooperate with all members in a friendly and acceptable manner. To use my skills and experience for the overall growth of the company while gaining better experience.

### **PREVIOUS EXPERIENCE**

#### **1. Alpha Electro Mechanical Contracting, Ajman, Sharjah, UAE ACCOUNTANT**

**: - 08 Sep 2018 – Present**

##### *Job Responsibilities:*

- Managing the day-to-day accounting responsibilities -maintaining ledgers, reviewing and processing payment requests, bank processing
- Verify supplier invoices with all supporting documents and file it along with the payment voucher
- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems
- Examine accounting records and prepare financial statements and reports
- Accounts Receivables: Follow up with clients and make sure all payments are on time
- Accounts payable: Issuing cheque to suppliers after bill wise reconciliation of ledger
- Bank Reconciliation, Handling Bank Receipts and Payments
- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems
- Preparation of financial statements includes balance sheet and managing the day –to –day accounting responsibilities - maintaining account book, ledgers etc.
- Finalization of Balance sheet as per Reporting Framework
- Assist with year-end closings
- Other duties as assigned

#### **2. Nirnazhi Roller Flour Mills, Changanacherry, Kerala, India JUNIOR ACCOUNTANT**

**: - 01 April 2018 – 04 Sep 2018**

##### *Job Responsibilities:*

- Examine accounting records and prepare financial statements and reports.
- Assist with year-end closings.
- Interact with internal and external auditors in completing audits.
- Other duties as assigned.

**3. Medilines Pharma, Changanacherry, Kerala, India  
MANAGER AND ACCOUNTANT**

**:- 01 April 2016 – 31 March 2018**

*Job Responsibilities:*

- Managing the day-to-day accounting responsibilities -maintaining ledgers, reviewing and processing payment requests, bank processing.
- Examine accounting records and prepare financial statements and reports.
- Verify supplier invoices with all supporting documents and file it along with the payment voucher.
- Accounts Receivables: Follow up with clients and make sure all payments are on time.
- Accounts payable: Issuing cheque to suppliers after bill wise reconciliation of ledger.
- Bank Reconciliation, Handling Bank Receipts and Payments.
- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
- Assist with year-end closings.
- Interact with internal and external auditors in completing audits.
- Monitoring all administrative works.
- Purchase of Office Supplies & Stationary.
- Other duties as assigned.

**4. Kochehra Associates, Changanacherry, Kerala, India  
TAX CONSULTANT TRAINEE**

**:- 05 July 2015 – 31 March 2016**

*Job Responsibilities:*

- Handling Income Tax Matter for Individuals.
- Ensuring reporting of financial statements as per the standards specified.
- Vouching of Various Books like purchase book, Cash Book etc.
- Finalization of Balance sheet as per Reporting Framework.
- Assist with year-end closings.

**5. St. Antony's Church, Vettithuruth, Changanacherry, Kerala, India  
ACCOUNTANT (Part Time)**

*Job Responsibilities:*

- Preparation of financial statements includes balance sheet and managing the day –to –day accounting responsibilities - maintaining account book, ledgers etc.
- Reconciliation of Bank Statements.
- Vouching of various books of accounts

**EDUCATIONAL QUALIFICATION**

- Master of Commerce (M.Com) (Finance) from M G University, Kerala in 2015
- Graduated in Commerce (Computer Application) from college affiliated to M.G University, 2013

**TECHNICAL SPECIFICATIONS**

- Qualified and experience in TALLY
- Expertise in all Microsoft Office Application

- Expertise in RStar I 9 for Medicine Distribution
- Experience in Computer Hardware Programming
- Participated in N.I.S.M. Training Programme

### **PERSONALITY TRAITS**

- Hard working and Patient listener
- Ability to work independently or as part of team
- Proven leadership skills
- Commitment and Motivation
- Time management skill

### **PERSONAL DETAILS**

<b>Date of Birth</b>	:	27 <sup>th</sup> November 1991
<b>Gender</b>	:	Male
<b>Nationality</b>	:	Indian
<b>Religion</b>	:	Roman Catholic
<b>Mother Tongue</b>	:	Malayalam
<b>Marital Status</b>	:	Single
<b>Languages Known</b>	:	Malayalam, English, Hindi

### **REFERENCES**

- Prof. Joseph Sam, Principal, Carmel Polytechnic College, Alappuzha, Kerala, India (Ph: 9961095676).
- Mr. A K Varghese (owner and Stockiest), Medilines Pharma, Changanacherry, Kerala, India (Ph: 9447596406)
- Mr. Madhusoodanan Janardanan, Operations Manager, Alpha Electro Mechanical Contracting, Ajman, Sharjah, UAE (Ph: 0526467505)