**ROBINRAJ RAJENDRAN KATTILPARAMBIL**

****

**Email:** [**robinrajrk@gmail.com**](mailto:robinrajrk@gmail.com)

**Mobile: 38393340**

**Cashier/ Accountant/ Purchasing/ Sales/ Marketing**

**Career Summary**

To unleash and channelize my accounting skills and work experience for the organization of which I am also a part, putting in my best wish high sense of dedication and efficiency and to achieve challenging position in my profession.

**Highest Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | Dates Attended | Institution | Major Subject |
| Bachelors of Commerce | From: 04/1999    To: 03/2002 | University of Kerala, Thiruvananthapuram, Kerala, India | Co-operation |

**Additional Certifications**

**Tally ERP 9.0**

**Computer Skills**

Tally, MS Office, Microsoft Word, MS Excel, Nxgt, Ritzy, Optimum

**Key Skills/ Area of Expertise**

● Preparation of bank reconciliation statement

● Transactions in various divisions of the companies

● Dealing higher cash transactions handling

● Reconciliation Credit Card receipt with bank statement

● Preparation of payment for gosi, lmra, visa, electricity, medical, telephone bills etc.

● Building Constructions/Pipe line/Trading business

● Making Payment to the Various Parties

● Ability to work as a team or individual, for the accounting goals

● A creative approach for problem solving

● Comfortable for working in a changing environment

**Work experience**

|  |  |  |
| --- | --- | --- |
| **A.   Job Title: Assistant Property Manager** | | |
| From: July *2019* | To: Currently working |
| Employer’s Name and Address:  Mr. Jojo,  Perfect Business Solution SPC  Bahrain | | Supervisor’s Name and Contact Information |
| Name: Mr. Jojo |
| Phone Number: (+973)  36780463 |
| Major duties/responsibilities and accomplishments:   * Handle and execute day-to-day operations of commercial properties. * Answer and respond to customer services request and inquiries. * Process customer work orders, needs and requirements. * Interact and ensure smooth relationships between tenants and owners. * Provide lease administration for commercial properties. * Assist and support administrative and field staff to maximize performance. * Implement best practices, procedures and standards in a real estate operation. | | |

|  |  |  |
| --- | --- | --- |
| **B)   Job Title: Accountant cum Cashier** | | |
| From: *June 2005* | To*: 05/2019* |
| Employer’s Name and Address:  Panorama Contracting & Engineering Services Ltd.,  P.O. Box 5602,  Bahrain | | Supervisor’s Name and Contact Information |
| Name: Mr. Jaison |
| Phone Number: (+973) 39442083 |
| E-mail Address :  jaisonpg1@gmailcom |
| Major duties/responsibilities and accomplishments.   * Invoice Creation and distributed to the clients. * Receiving Invoices and posting to the respective ledgers. * Preparation of payment voucher to the various accounts and maintaining the records. * Preparation of daily collection report. * Issuing petty cash and maintaining register. * Preparation of settlement and distributing cash salary to the employees in a separate cover. * Preparation of all types of visa vouchers in daily basis. Electricity, telephone etc. * Payroll preparation, like adding, posting and data checking of employees worked hours etc. * Making Cash payment for direct purchase. * Preparing On Account advances and reconcile with the invoices and receipts. * Physical counting of cash and inform to the authorities. * Preparation of Stock report | | |

**Personal Details**

Name : - Robin Raj R.K

Father Name : - Rajendran V

Marital Status : - Married.

Age & Date of Birth : - 39, 27-05-1980.

Visa STATUS : - Valid until 2021

Sex : - Male

Passport No : - M3216145

CPR No : - 800546083

Languages Known : - English, Hindi, Malayalam.

**Declaration**

I hereby declare that the above-mentioned information’s are true and correct to the best of my knowledge & Belief

**Robin Raj** **RK**