**ROBINRAJ RAJENDRAN KATTILPARAMBIL**

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**Email:** **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**

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| 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**

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| **A.   Job Title: Assistant Property Manager** |
| From: July *2019* | To: Currently working       |
| Employer’s Name and Address: Mr. Jojo,Perfect Business Solution SPCBahrain | 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.
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| **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
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**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**