



Robin Babu

Accountant

UAE

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CAREER OBJECTIVE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

CERTIFICATION

Diploma Executive Accountant Program
Prohub Process Management Pvt LTD
Completed on 08.10.2021

Covering Core Accounting Practices, Income Tax, Gst, Tally Prime, Quick Books

Corporate Accountants Course

Corporate Accountants
2016

Course covered Practical Accounting Training Program

Data Analytics

IPSR Solutions Limited
2020

Course covered Analytics Training using Tableau, Excel, Power BI

EDUCATIONAL BACKGROUND

Kerala University
B.Com
2012-2015

PERSONAL STATUS

DOB: 11-01-1995
Nationality: Indian
Marital Status: Single
Visa Status: Visit Visa

TECHNICAL SKILLS

- Tally
- Microsoft Excel
- Microsoft Word
- Tableau
- Power BI
- Google Data Studio

AWARD

Employee Of The Month - Carnival Cinemas

WORK HISTORY

Cashier/Accounts Assistant - Carmel Residential Senior Secondary School

Kollam.Kerala | 2021 march - December-2021

- Data Entry and Manage Student Files
- Prepare Cash Register
- Calculate & prepare reimbursement billing & track receivable (electricity, phone, water, etc)
- Issue Receipts and Payment Vouchers and maintain a log of the same and also maintains and files the receipts and payment vouchers
- Perform reconciliation for various vendor accounts
- Assist Audit work
- Prepare Due list of School fees and communicate with Parents
- Preparing and posting journals
- Keep the school management updated with all daily financial reports & issues

Senior Finance Executive - Carnival Cinemas Private Limited

Kollam.Kerala | 2018 march - February-2021

- Petty cash management and reconciliation
- Data gathering
- Preparing and posting journals
- Receiving and storing invoices
- Logging daily entries in accordance with accounting policy
- Perform month-end financial process.
- Liaising with auditors
- Maintain receivable MIS trackers daily, follow-up with stakeholders and complete daily closing.
- Ensure accurate recording and analysis of revenues and expenses
- Using digital systems to keep records and create payments

Accounts Trainee - Mr.Harikumar & Associates

Kottarakkara.Kerala | 2016 August -2017 August

- Finalisation of accounts
- Maintaining books of accounts
- Bank Reconciliation and Liase with bank for account matters
- Managing income and expenditure accounts
- Recording Stock items in Accounting Software
- Prepare monthly, quarterly and annual statements.