

Robin Raju



Summary

An enthusiastic professional who is highly motivated with knowledge in the areas of Accounting Finance and Management Sector.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver.
- Communication Skill
- Tally
- Innovative
- Service-focused
- Quick learner and hardworking

Contact

Address:

Al Quoz, Dubai, UAE

Phone:

+971 52 1561133

Email:

rajan.robin18@gmail.com

Languages:

English, Malayalam, Tamil, Hindi

Education

- B. Com Taxation from Mar Ivanios College of Arts and Science, University of Kerala. (2015-2018)
- 12th/ HSE from Board of Higher Secondary Education, Govt. Of Kerala. (2013-2015)
- 10th from Board of Higher Secondary Education, Govt. Of Kerala (2013)

Certifications

- Tally ERP9
- Peachtree
- Quickbook
- MS. Office

Personal Details

Age : 25
Sex : Male
Marital Status : Single
Nationality : Indian
Religion : Christian
DOB : 21/02/1997
Visa Status : Visit visa
Validity : Dec 2022

Experience

- 6 Months experience as Counter Sales in Clarion Stationary, Abu Shagara, Sharjah (December 2021 – May 2022)
- 1 Year Experience as Assisstant Accountant in Samaria Finances PVT. LTD (2019-June-15 to 2020-July-15)

Job Responsibilities:

- Advising on how to reduce costs and increase profits.
- Day book keeping.
- Keeping account books and systems up to date.
- Checking 12 branches and their transaction's.
- Check stoke in locker and purity, weight of gold.
- Arranging fund for other branches.
- Re-pledgeing Gold.

Declaration

I hereby declare that the particulars given above are true and correct to the best of my knowledge and belief.

Robin Raju