



## RONALD ANTONY

Thanikkal Chalissary House Thrissur, P.O Arimboor, Pin: 680620 Current City : Dubai, UAE  
+971 552060224 | ronaldar97@yahoo.com

### Objective

To secure a challenging position in a reputable organization to expand my learning, knowledge and skills.

### Experience

- **Argo Marine Ship Repairing LLC** 06/04/2015 - 26/12/2019  
Accounts / Administrator
  - Preparations of General Ledgers.
  - To follow-up Accounts Payable and Receivables.
  - Proper documentation and monitoring company and employees documents.
  - Reconciliation of Accounts with the Bank, Debtors and Creditors.
  - Purchase and sales, Monitoring Fund Inflow and Outflow.
  - Inventory Management and support purchase department.
  - Local Purchase orders(LPO) for retail centers, and prepare Delivery notes.
  - Payroll management and Attendance management.
  - Project documentation and proper follow-up.
  - To co-ordinate Daily Report form workers.
  - VAT collection and filing.
- **DTALE Decor Pvt. Ltd.** 17/02/2021 - 15/01/2022  
Accounts Assistant And Coordinator
  - \* Maintain receipts, records, and withdrawals of the stockroom.
  - \* Issue materials against workorders.
  - \* Local purchase and process purchase orders.
  - \* Carpentry invoicing and payments entry in yukti software.
  - \* Stock transfer and stock movement.
  - \* Work assigning to the various work table
  - \* Supervision and monitoring entire works in the factory.
  - \* Arrange Finished products delivery to the customers
  - \*Daily meeting with sales and Factory team.
  - \*Coordinate different Factory departments.
  - \*Collect daily works status and reporting to sale team and management.
  - \* Daily and weekly and monthly reporting to the management.

### Education

- **Bharathiar University Coimbatore** 2013  
MBA in Financial Management
- **Calicut University** 2010  
B.com Co-operation
- **Government of kerala** 2007  
HSE Commerce

### Skills

- MS Office, Tally Erp 9, PACT Accounting software Outlook, Web Browsing

## Languages

- English, Hindi, Malayalam

## Personal Details

- Date of Birth : 19/06/1990
- Marital Status : Married
- Nationality : India

## Reference

- **Evangelos Hatzeregias - "Argo Marine Ship Repairing LLC, Dubai"**  
General Manager  
argomar@eim.ae  
+971 50 632 6607
- **Nithin Francis - "Dtale Decor Pvt.Ltd"**  
HR Manager  
mail@dtaledecor.com  
+91 9809041812

## Passport Details

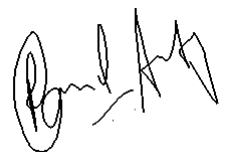
- Passport Number : L9541049  
Place Of Issue : Cochin  
Date Of Issue : 21-05-2014  
Date Of Expiry : 20-05-2024
- Visa Status : 90 Days Visit Visa  
Entry Date : 16-01-2022  
Visa Valid Upto : 15-04-2022

## Additional Certification Courses

- 1. Hospital Administration 4 Month Course 2021 from (ISSD, Kalamassery, Kochi).
- 2. Professional Accountancy 2010 from IPA Institution Thrissur (Tally repo, Ms office, Ms Excel).
- 3. Diploma in Computerised Financial Accounting Course from Infotec Institution Thrissur.

## Declaration

- I solemnly declare that the above furnished information given by me is true to the best of my knowledge and belief and if given an opportunity I promise to serve your esteemed organization to the best of my ability.



RONALD ANTONY