



ROBIN MATHEW

CONTACT

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EXPERTISE

Accounting

Auditing

Finalisation of Accounts

Budgeting & Forecasting

GST

Financial Planning

Bank Reconciliation

TECHNICAL SKILLS

TALLY ERP 9

TALLY PRIME

MS EXCEL

WINMAN

EDUCATION

Master of Commerce (2023)

B.com Finance & Taxation
(2020)

Plus two (2017)

PROFESSIONAL SUMMARY

Finance & Accounting professional bringing around 2 years of experience in Managing Audits, Accounts Receivables, Payables, Bank Reconciliations, Preparing Final Statements and other Administrative work-seeking position as Finance/Accounts Executive Officer or Administration Officer - Open work in any sector.

EXPERIENCE

Joshymon & Associates Chartered Accountants
Audit & Accountant Assistant June 2020-June 2022

Taxation Duties

- Accompanied audit teams in Tax audit under Income Tax Act, 1961 of various proprietorships, partnership firms and companies
- Led and accompanied audit teams in statutory audit of organizations having jewellery, construction, healthcare as their core business.
- Prepare period reports such as Balance sheet, profit & loss and cash flow statement and supporting schedules for Audit.
- Vouching of cash book, bank book and related expense ledger, Sales and purchase register, debtors and creditors ledger, prepare audit work sheet, fixed asset schedule and checking applicability of various sections
- Checked the statutory compliance with PF, ESI. Gratuity and GST.
- Dealer ledger, purchase, sales & branch reconciliation. Prepare account's receivables and payables ageing report
- Preparation of Statement of Total Income of individuals, firms and corporates.
- Prepare & filed Income Tax, GST and TDS returns.
- Accounts & Records to maintained under GST- Stock Register, Input.
- Tax credit availed, Output Tax payable. Upload and submit GSTR1, GSTR2, GSTR3B. Input Tax Credit Reconciliation-match GSTR2A and GSTR2 to minimize difference Reconciliation to maximize set of .
- Calculation, Deduction of TDS & TCS and TDS Payable Statements.

Accounting Duties

- Maintaining and controlling the General ledger, Accounts receivables & Accounts Payable, Fixed Asset.
- Post and process journal entries to ensure all business transactions are recorded.

LANGUAGES

ENGLISH

HINDI

MALAYALAM

PERSONAL INFO

Nationality : Indian

DOB : 25 JUNE 1998

Gender : Male

Civil status : Single

- Ensuring payments to vendors on time in compliance with purchase order.
- Maintaining petty cash records
- Preparation of Bank Reconciliation and Payroll.
- Records of fixed asset in the system and update the fixed asset register.