



# RINSON MATHEW ROY

## Accountant

### CAREER OBJECTIVE

To gain experience and enhance knowledge in the field of Finance and Accounts while contributing the best of my capabilities to the growth and success of the organization.

### PROFILE

A commerce graduate with more than 3 years' work experience in FINANCE & ACCOUNTS sector and Currently Pursuing Post-Graduation in Master of Commerce.

### CONTACT

**PHONE:** +971 50 8984625

**EMAIL:** rinsonmathew2@gmail.com

### SOFTWARE EXPERIENCE

Microsoft ERP, Dynamics 365 & Finance & Operation, CRM, Tally ERP 9, Excel-VLOOKUP, PIVOT, HLOOKUP etc.,

### PERSONAL DETAILS

- **DATE OF BIRTH:** 18-05-1998
- **SEX:** Male
- **MARITAL STATUS:** Single
- **NATIONALITY:** Indian
- **PASSPORT NO:** V4787464
- **VISA STATUS:** Visit visa

### LANGUAGE KNOWN

ENGLISH, MALAYALAM

### WORKING EXPERIENCE:

- **Unisonal Accounting Solutions Pvt. Ltd.**  
(15-06-2020 to 31-12-2021)

Worked as a **Junior Accountant** in a firm that provides Accounting Services to their clients **Arada Developments LLC. & Aljada Developments LLC.** at **UAE.**

**Key Responsibilities:** Maintain Day to day Accounts, Accounting Receipts and Payments, Bank Reconciliations, Vendor Invoicing & Accounting, Inter-Company Reconciliations, Handling and Accounting Petty Cash, VAT File Preparation & Updating VAT Invoices, Accounting Deferred and Payments, Commission Accounting.

**Used Microsoft ERP Dynamics 365, Finance & Operations (F&O), Tally ERP 9, Excel, Word etc.,**

- **Accountants Service Society**  
(14-04-2019 to 05-06-2020)

Worked as an **Accountant** in a firm that provides Educational Services.

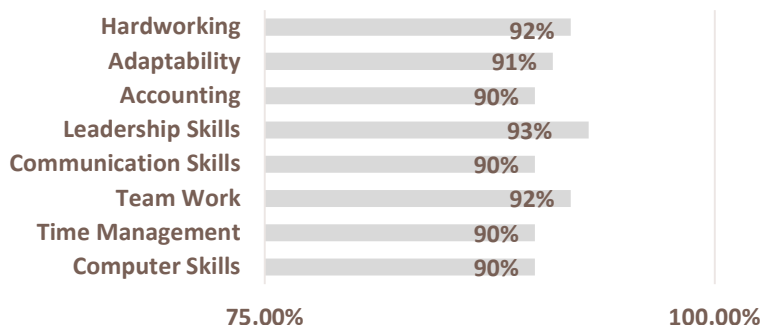
**Key Responsibilities:** Tally ERP9, Excel, Receipts & Payments Accounting Bank Reconciliation Statement (BRS) and Admin works, Maintaining Payroll in Tally and Excel

**Worked in Tally ERP 9, Microsoft Excel, Word etc.,**

### CERTIFICATIONS (2021):

- International Accounting SAP FICO
- Diploma In Corporate Accounts Management
- UAE VAT & GST
- Tally Prime ERP-9
- Microsoft Excel, Word, PowerPoint

### SKILL LEVELS:



## EDUCATION:

- **M-com (2019-2021)**  
Currently Pursuing Master of Commerce in Finance and Taxation at Bharathiar University.
- **B-com (2016-2019)**  
Graduated Bachelor of Commerce in Computer Application from Parumala Mar Gregorio's College (MG. University) with **CGPA 6.5**.
- **Higher Secondary Education (2014-2016)**  
Completed Higher Secondary Education in Kerala Board and Secured **CGPA 7.0**.
- **SSLC (2014)**  
Accomplished SSLC Education in Kerala Board and Scored **CGPA 7.5**.

## ACCOMPLISHMENTS & LEADERSHIPS:

- College Chairperson of the Year – 2019
- Team Builder, to Participate Various National Level Management Fests - 2017
- Responsible for Arranging Blood Donation Program – 2018-19
- Conducted Various Debate Programs Among Students
- Conducted Class Seminars Related to Various Management Topics

## ACADEMICS & EXTRA CURRICULAR:

- Successfully Accomplished 1-Year Course - **Additional Skill Acquisition Programme (ASAP)** in Communicative English & Computer Application, Conducted by General Education & Higher Education Departments, Government of Kerala - 2015.
- Completed Internship from the Alappuzha District Co-Operative Bank LTD, Edathua Branch in 2016.
- Completed **Certificate Course in Business Correspondent** Offered by Empower Pragati Vocational and Staffing PVT LTD-2015
- Taken the **British Council's Aptis Test** in Communicative English That was Conducted Under the Auspices of The Government of Kerala with Overall **CEFR 'B2'** Grade – 2015

## REFERENCE:

ANIL KUMAR A (Finance manager)  
Rida Middle East General Trading FZCO  
Jabel Ali, Dubai  
anilkuttiyil@outlook.com

## DECLARATION:

I sincerely proclaim that all of the above-mentioned information is true to my belief and I am responsible for its accuracy.

Rinson Mathew Roy