



# ROBIN VARGHEESE MATHEW

Finance & Accounts Professional



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Dubai, UAE



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## PERSONAL PROFILE

Expertise in blending creative intellect / insight and sharp skills for managing Finance & Accounts functions and meeting organizational objectives

## CORE COMPETENCIES

Finance & Accounts  
Payroll / PF Calculations  
Liaison & Coordination (With Banks)  
Finalization of Accounts  
Statutory Audits (VAT)  
Budgeting & Forecasting  
Compliance Management  
Cash / Petty Cash Management  
Monthly Accounts Reconciliation  
Accounting and Bookkeeping  
Financial Planning  
Financial Management  
Financial Statement Analysis

## TECHNICAL SKILLS

Oracle  
Odoo  
Tally  
Analyst  
MS Office Applications

## PROFILE SUMMARY

- **Highly-dedicated and an enterprising professional** with **nearly 9 years** of experience across operations related to **Finance & Accounts**
- **Domain Expertise: Manufacturing, Real Estates Trading and Distributor**
- Ability to multi-task, and Proven Track Record.
- Result oriented & focused.
- Possess, analytical, decision-making, time management and leadership skills with proven capability in planning & managing resources.

## EDUCATION

- **Master of Business Administration** in Finance – Marketing from Karpagam University, Tamilnadu, 2013
- **Bachelor of Commerce** in Taxation from Kerala University, Kerala, 2011

## PERSONAL DETAILS

<b>Date of Birth</b>	7 <sup>th</sup> March 1991
<b>Languages</b>	English, Hindi, Malayalam and Tamil
<b>Address</b>	Dubai, UAE
<b>Nationality</b>	Indian
<b>Passport No.</b>	U5331856
<b>Visa Status</b>	Work Visa
<b>DL. No.</b>	4255398
<b>Marital Status</b>	Unmarried
<b>No. of Dependents</b>	0

## WORK EXPERIENCE

Since October 2020 | Kreol Group | Dubai, United Arab Emirates | Accountant

**Company Overview:** Kreol Group is the Umbrella organization and has two different verticals of business one is butterfly LLC which is an apparel and lifestyle distribution of making both in-house as well as authorized agency fashion brands with operations in GCC countries, to hypermarkets, supermarkets, departmental stores and another one is Kreol Travel retail is duty-free distribution agency that specializes in bringing all principal brands to international travelers around the world"

### Key Result Areas:

- Spearheading all financial and accounting activities of the Group companies
- Reconciling general ledger accounts, generated financial statements, and created consolidations
- Organizing and preparing accounts for industry audits, as well as supporting audit processes
- Managing daily, monthly, and annual cash flow management
- Facilitating an efficient year-end close process by collaborating with the Controller and External Auditors
- Completing general ledger updates by adding new entries and submitting them accurately and on time
- Performing cash, check, or credit card payments for accounts receivable
- Maintaining accurate financial records for the company for regulatory reporting and taxation
- Creating quarterly financial reports detailing the company's revenues and expenses
- Administering payroll processing (include Gratuity, Leave Salary & other employee benefits)
- Supervising statutory compliance preparation and submission (VAT, ESR & UBO)
- Steering the daily cash functions accurately, such as A/P and A/R tracking, budgeting, payroll transactions, expense management, and various reconciliations
- Rendering assistance for budget administration by managing expenditures and renegotiating vendor contracts
- Managing bookkeeping, invoicing, and bank reconciliations were all performed using Oracle accounting software
- Leading banking facilities such as TR, LC, and term loans, as well as other loans
- Preparing and interpreting report in accordance with bank requirements
- Investigating and resolving monthly bank account discrepancies ahead of tight deadlines
- Intercompany transaction routing, monitoring, and accounting

## PREVIOUS WORK EXPERIENCE

January 2018 - September 2020 | Hassani Group of Companies | Dubai, United Arab Emirates | Accountant General

November 2015 – January 2018 | Al Burje Al Fudhi | Sharjah, United Arab Emirates | Assistant Accountant

June 2013 - May 2015 | Muthoot Finance | New Delhi, India | Assistant Accountant

### Key Responsibilities:

- Assisting in financial reporting.
- Day to day cashflow preparation & management.
- Monthly closing of books of accounts.
- Accruals, prepayments & depreciation entries.
- Intercompany, ledger & bank reconciliation.
- Monitoring account payables.
- Monitoring account receivables.
- Booking of expenses & income.
- Managing payroll through WPS.
- Petty cash, PDC & CDC handling.
- Bank facilities management (Trust receipt, Letter of credit, Over draft, Term loan etc)