



Mathew C Koshy

Chempakaseril(H) RPC P.O

Mundakayam, Kottayam

PIN.686513, Kerala, India.

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CAREER OBJECTIVE

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To work with a challenging Finance/Accounts/Admin team which compliments my accounting and finance back ground and provides exciting opportunities for developing my knowledge and skill along with the organizational growth.

Ability to work under pressure and stressful atmosphere.

EMPLOYMENT HISTORY

Accountant, Doha Modern Indian School. Doha, Qatar

7th April 2013 – 23rd April 2020

- *Book keeping and accounting
- *Trained new employees on accounting principles and company policies and Procedures.
- *Prepare, examine, or analyze accounting records, finalization of accounts, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- *Preparing Reports and submitting to Management and Government Agencies
- *Coordination with Banks, Auditors and Government Agencies

Accountant, Asianet Satellite Communications Ltd. Trivandrum, Kerala, India

15th May 2006 – 2nd April 2013

- *Receive, record of cash, cheques and vouchers.
- *Reconcile records of bank transactions.
- *Maintain inventory records.
- *Coordination with Banks, Internal Auditors and Government Agencies
- *Follow up with DSA's, Agencies, Associates and subscribers for receivables.
- *Finalization of accounts, preparation of financial statements etc.

Accountant , Department of Sacred Music & Communications. Thiruvalla, Kerala, India

5th June 2003 – 14th May 2006

- *Book keeping and accounting
- *Management of accounts receivable and payable
- *Preparation of various MIS reports for management
- *Preparation of various returns to be filed before statutory authorities
- *Dealing with Banks and Financial Institutions
- *Finalization of accounts, preparation of financial statements and dealing with Internal and External Auditors

Junior Accountant, Lo Temp Systems. Cochin, Kerala ,India

4th Sep. 2001 – 15th Aug. 2002

- *Book keeping and accounting in manufacturing environment.
- *Management of accounts receivable and payable
- *Bank reconciliation and Inter Company reconciliation
- *Preparation of statutory returns to be filed before statutory authorities
- *Dealing with Banks, Financial Institutions and Government offices.

EDUCATION

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Institute of Human Resources & Development, Peermade, Kerala ,India
PGDCA, Computer Application, Apr. 1999

M.G University, Kottayam, Kerala, India
Bachelor of Commerce, Finance & Accounts, Apr. 1998

SKILLS

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Working knowledge in Educational (**ETH**), Cable TV & Internet subscribers tracking system software (**COSTS**) including accounts & finance module.

Working Knowledge in TALLY 9 ERP Version

Working Knowledge in Quick Books

Working knowledge in M S Office.

Knowledge about GST like calculation, new registration, filing etc.

ADDITIONAL INFORMATION
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Date of Birth : 01.09.1975

Sex : Male

Marital Status : Married

Passport No. : U0128521

Nationality : Indian

Languages Known : English, Malayalam, Tamil, Hindi

Permanent Address : Chempakasseril(H)
RPC P.O ,Mundakayam
Kottayam, Kerala, India ,PIN 686 513

Hobbies : Reading, Travelling, Music

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