



Roshan Mathias

CONTACT

☎ 0526597744

✉ roshanmathias3@gmail.com

Academic Qualifications

- MBA in Finance
2006-2008
Poornaprajna Institute of Management,
Mangalore, India
- B.Com
2003-2006
St. Mary's College, Shirva, Mangalore
- PUC
2001-2003
St. Philomena College, Puttur,
Mangalore, India
- SSLC
1997-2001
St. Philomena Boys High School, Puttur,
Mangalore India

Software & Technical Skills

- Operating System: MS-DOS, Windows 2000/XP, Windows Vista, Windows 7, Windows 10
- Authoring Tools: MS Word, MS Office, MS Power Point, Excel and Internet Software's: CS3, Focus, Focus I, Tally 7.2,
- Citrix, Tally 9, QuickBooks, Peachtree, Figurro, FMC

Summary of Profile

Over 10 years of experience, Passed MBA (Finance) with first class, extensive and record breaking Performance in the area of Finance, Purchase, Stores, Ware- house, Operations, Projects Handling and Logistics department.

- Hardworking, Quick learner, Confidential in nature, state of the art presentation and communication in English, Excellent knowledge of using office software, well appreciated by the management for maintaining accuracy and quick retrieval of documents related to accounts and Logistics departments.
- Self-starter with high motivation, an effective leader with people management and supervising skills.
- Very good at cost controlling and maximizing profit by optimum utilization of existing resources and giving suggestions to the management for cost effective purchasing and administration techniques.
- Ambitious to grow in career, ready to shoulder more responsible and challenging job.
- Sound knowledge of core accounts and logistics functions, mastered in trouble shooting/resolve of accounts and logistics related bottle necks.
- Very good exposure in Journal Entries, Adjustment entries, stock Reconciliations, Profit & loss, Trial balance and Balance Sheet.

Work Experience

Apr-2018 - Jun-2019

Queen Elizabeth 2 Shipping LLC (Dubai)

Worked under PRE opening of **Queen Elizabeth 2 Hotel (Dubai)** Under Finance and Purchase Department playing over all role in handling Projects, Purchasing, Stores and Operations.

- Handling Entire Receiving's Of the Hotel
- Working under new Projects and New Outlets
- Posting of Entire Invoices of the Hotel
- Preparing GRN of the Hotel
- Handling entire Beverage Stock of the Hotel
- Handling Cash Deliveries of the Hotel
- Following up the daily deliveries
- Handling entire stores of the hotel
- Assisting Purchase Manager
- Handling suppliers
- Raising Purchase orders
- Preparing weekly reports
- Stock Checking

Company dealing in landscaping, irrigation, civil & hardscape, road & pathway, carpentry.

- Looking entire purchasing activities of the company
- Raising purchase orders
- Handling suppliers
- Petty Cash
- Accounts Payable
- Accounts Receivables
- Bank related work
- Payroll of office staff and labours
- Handling entire stores
- PRO related works
- Preparing weakly reports
- Preparing project working
- Visiting various nurseries in Dubai and Abu Dhabi for purchasing plants

Company dealing in poultry products, frozen meat, frozen vegetables, seafood etc.

Finance Functions:

- Handling daily petty cash expenses and incomes, keeping the records of the same.
- Managing the daily cash flow.
- Maintaining debtor's ledger, Reconciliation of debtor's ledger and Ageing analysis receivable.
- Passing receipts & payments entries in the bank book and monthly bank reconciliation.
- Maintaining creditor's ledger, ensuring the accuracy in payments and reconciliation of the same.
- Preparation of cost sheet to know the costing of various expenses and controlling costs by eliminating avoidable expenses and cost effective purchasing.
- Keeping records of employee annual leave and other benefits and also arranging for the settlement.
- Payroll and temporary wages preparation and record keeping of the same.
- Preparation of Debit and Credit Notes.
- Submission of daily income and expenses reports to the management.
- Maintaining the details of vehicles and fuel expenses reports.
- Maintaining GSM recoverable.
- Controlling inventory and internal stock transfers.

Logistics:

- Handling all Goods Received Notes (GRN)-Import, Local, Cash, Dry and Sales
- Overseeing of cash/credit invoices and checking the accuracy.
- Checking of delivery orders.
- Checking Van Requirements.
- Preparation of cash memo.
- Maintaining stock transfer book
- Maintaining records of import.

- Accounts writing of Clients like Journal Entries, General Ledger, Profit & Loss Account and Trail Balance
- Auditing of Banks and Other financial Institutions

Curriculum Projects:

Undertaken a project in **AXIS Bank**, Udupi branch for a period of 4 weeks, related to "Study on Axis Bank about Accounting and Finance". The training was in the partial fulfilment of the curriculum.

Extra-Curricular Achievements:

- Participated in many inter-collegiate competitions
- Captain of Volleyball Team in college.
- Represented the college in Finance quiz competition at University level.

Languages Known:

- English, Hindi, Arabic, Malayalam, Kannada, Konkani, Marathi

Personal Details:

- Date of Birth: 12/Apr/1985
- Religion: Roman Catholic
- Marital Status: Married
- Passport No: T3944898
- Nationality: Indian
- **Visa Status: Visit Visa (Valid till 31/07/2022)**

📍 Permanent Address: Salmara House, Shankerpura Post, Udupi Dist, India.
☎ 0526597744

DECLARATION:

I hereby declare that above mentioned information is correct up to my knowledge.

◆ Roshan Mathias ◆