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Mary Reshma Robinson

Objective

To be a part of an organization of immense reputation, which demands the best of my professional ability in terms of technical, communicational skills and leadership abilities and to broaden my area of knowledge to build up a successful career and to contribute to the organizational goals.

Academic Qualifications

Year	Institution	Degree	University/ Board
2013-2015	St.Terasa's college Ernakulum	M.com Finance	MG University
2007- 2010	Sacred Heart college Thevara.	B.Com With Computer Application	MG University
2005-2007	Sacred Heart H.S.S, Thevara	+2Commerce(Tally) With Computer Application	Kerala
2005	St.Mary's.A.I.G.H.S Fort Kochi.	S.S.L.C	Kerala

Technical Skills

Accounting Software	Tally with GST
Application Programs	MS Office: Word, Excel, Power Point Browsers: Internet Explorer, Chrome
Subjects	Financial Accounting, Risk & Insurance Management, Investment Analysis & Equity Research, Merchant Banking & Financial Services
Operating Systems	Windows XP, Windows 10

Behavioral Skills

- Ability to work independently both with minimal supervision as well as in a team.
- Quick decision making.
- Good command over calculation.
- Quick learner.
- Loyal towards work & duties.
- Can work under stressed condition.
- Good communication skill.

Extra-Curricular Activities

- Singing/Listening to Music
- Cooking and Gardening

Professional Experience

1. Name of the Organization: Fatima Hospital

Designation: Accountant

Period of Service: 6/11/2017 to Present

Task : ESI & PF Preparing and Filling, GST 3b Preparing, Stock Statement Preparation and Submitting to bank, Preparing monthly and annually revenue report and expense report, Cash Flow Statements, Recording revenues and expenses on day to day basis, Helping Senior Managers in preparing upcoming Years Budget.

2. Name of the Organization: M P C Pharma

Designation: Accountant

Period of Service: 28/12/2014 to 30/9/2016

Task: Preparing Payroll, Monitoring income and expenses, advising on how to reduce costs and increase profits, Financial forecasting and risk analysis, Preparing Balance sheet , Profit and Loss Statement, Preparing reports on actual performance compared to the business plans, Conduct reviews and evaluation for cost reduction opportunities.

3. Name of the Organization: M U Somasundaran & CO

Designation: Accounts /Audit Assistant

Period of Service: 11/11/2013 to 12/11/2014

Task: Performing all kinds of Audit and Audit Checks from Accounts, Banking, Finance, Revenue, Verifies assets and liabilities by comparing items to documentation, Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends, Maintains internal control systems by updating audit programs and questionnaires, and recommending new policies and procedures.

***Personal
Profile***

DOB : 13thApril 1989
SEX : Female
MARITAL STATUS : Married
LANGUAGES KNOWN : English, Malayalam

Declaration

I consider myself familiar with Finance and Taxation aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my Knowledge.

Mary Reshma Robinson