



RINU JOY



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Panayarathazhethil,
Manakkala, p.o 691551
Adoor, Pathanamthitta
District, Kerala, India.

SKILL HIGHLIGHTS

- Ability to work under pressure
- Logical approach to problem solving, good analytical ability
- Rapo Builder
- Learning ability – Desire to acquire new technologies & knowledge
- Fast learner
- Good communication skill

Languages known

- English
- Hindi
- Malayalam
- Arabic

Personal Details

Date of Birth: 26/05/1987

Sex : Male

Nationality : Indian

Marital Status: Married

Curriculum Vitae

PROFESSIONAL SUMMARY

Aspiring to work in a challenging environment where I can invest my analytical, procedural as well as communication skills and to enrich and enhance my knowledge, efficiency and thereby serving the organization with the best of my abilities.

Work Experience

Work Experience

Pathanamthitta Industrial Promotion Pvt Ltd:

Edanadu Industrial Estate (EIE) is the First Private Industrial Park of Kerala developed by the Company Pathanamthitta Industrial Promotion Private Limited promoted by The Kerala State Small Industries Association (KSSIA) Pathanamthitta and The Central Travancore Chamber of Commerce and Industry.

Designation: Accounts & Administration

Duration 01/04/2023 to Still

Modern Exchange Co LLC, Sultanate Of Oman

Designation: Branch Manager

Duration : 01/08/2015 to 29/05/2021 Responsibilities-

- Develop and execute marketing strategy to achieve monthly target set by Management.
- Coordinate office activities and operation to secure efficiency and compliance to company policies.
- Making Healthy Team Spirit in the entire staff to achieve their corridor target.
- Interacting with customers and solve their queries like exchange rates and money products.
- Prepare daily reports and send it to Management and Higher officials.
- Conducting Daily cash collection from staffs and make it ready for next day Bank deposit.
- Verify staff attendance register and prepare their salary based on the attendance and forward to accounts department for salary transfer.
- Verify various registers like Key movement register, Cash deposit register and make sure that all entries done by staffs are accurate and up to date.
- Verify the filing of importance documents like High value customer details, Anti Money Laundering declaration details.
- Suspicious transaction reporting details which is required for Central bank of Oman Auditing.
- Prepare and present monthly report in Review meeting set by top management officials.
- Prepare staff schedule for the month and provide adequate product & system knowledge given to the staff.

Relevant Software Skills

- Internet applications
- MS Office
- Tally 9 ERP
- Financial Accounting program

Hobbies

- Listening Music
- Reading
- Traveling
- Gardening
- Learning
- Writing

Technical Skills

- Microsoft Word
- Excel
- Power Point
- Financial Reporting
- Financial Analysis
- Computer skills
- Payroll
- Financial Portfolio Management

Modern Exchange Co LLC , Sultanate Of Oman

Designation: HelpDesk /Cashier/ Duration :24/02/2012 to 31/07/2015

Responsibilities-

Conducting Money remittance to India ,Pakistan, Bangladesh, Philippines, Nepal, Europe and GCC.

- Money Remittance through Money Products like Western Union, Xpress Money & Trans-Fast

Conducting Western union & Xpress money Paid out after confirming customer Identification.

- Conducting Foreign currency exchange.

- Attending Telephone calls and solve customers' Queries.

- Sending complaints like transaction amendment, cancellation of remittance to the concerned departments for providing best service for the customers.

- Conducting marketing and telemarketing to achieve corridor target set by management.

- Calibration of various types of Instruments

- Internet applications

- Micro soft application

- Outlook

- Ms office

- Excel

- Power Point

Fitwell Constructions, Baroda

Project : RBPH. Gujarat Duration : 21/01/2011 to 03/01/2012

- **Accounts Receivable:**

- •Work involved in preparing measurement sheet, datasheet, payroll, basic book-keeping duties, administrative support to team of accountants, preparation of accounts payable, maintain filling and invoice monitoring systems etc.

- •Maintaining the billing system generating invoices and account statements.

- •Performing account reconciliations maintaining accounts receivable files and records.

- •Producing monthly financial and management reports,investigating and resolving any irregularities or enquiries.

- •Assisting in general financial management and analysis

- •Support budgeting and bookkeeping procedures.

Education

- *SSLC From Board of Examination Kerala*
- *Plus 2 from Board of Examination Kerala*
- *B.Com from Kerala University in the year 2010*
- *Diploma in process control Instrumentation Technology*

Passport Details

Passport No : R4803199
Date Of Expiry : 04/09/2027

Super Engineering Services, Baroda

(Process control instrumentation Engineers Contractors)

Project : Gujarat Borosil, Well known polyester, Garden silk Mills, Etc.

Duration : 10/07/2008 to 24.12.2010

Site Manager

- *Work involved in preparing measurement sheet, datasheet, payroll, basic book-keeping duties, administrative support to team of accountants, preparation of accounts payable, maintain filling and invoice monitoring systems etc.*
- *Overall In charge for site activities, responsible for complete manpower production, quality of work and safety. Prepare overall project schedule, Monthly schedule, planning for arranging manpower, tools, consumables etc.*
- *Preparation of invoice on monthly basis and getting approval and coordinate with client.*
- *Collect and construction document and drawings, prepare the weekly and monthly schedule, arranging work front, material, documents for executing work and getting work from supervisor and down level workers and coordinate with client Engineer.*

Declaration

I do hereby declare that the above information is true to the best of my knowledge. Finally, I request the concerned authorities to provide me a chance, so that I can prove the best of myself. I shall ever be thankful and grateful to you.

Date:

Sincerely

Place:

RINU JOY