

ROHIT.V.P

SREEPADMAM, TALI (P.O), VARAVOOR, THRISSUR-680 585

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CAREER OBJECTIVE

To secure a challenging position, where my knowledge will greatly enhance the company's success and my personal growth.

PROFESSIONAL EXPERIENCE

EXL Service, Infopark SEZ, Kerala

Senior Associate – Operations AP (August 2021 – November 2021)

- Keeping track of all payments and expenditures; including payroll, purchase orders, invoices, statement, etc. in QAD ERP
- Reconciling processed work by verifying entries and comparing system reports to balances
- Paying vendors and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Prioritized invoices with purchase orders, utilities, freight bills, expense reports, check requests, etc. in order to process payments accurately
- Responsible for processing various payments and ensuring proper approval for payments via Checks/ACH/Wire

Kings Infra Ventures Ltd, Kerala

Accounts Assistant (February 2020 – December 2020)

- GST, Service Tax, VAT return and other government tax calculations and filings
- Bank, Debtors and Creditors reconciliation
- Prepared outstanding list of debtors and making payment follow-up
- Verification of bills and reconciliation of total turnover
- Assisted Sr. Accountant in the preparation of monthly/yearly closings

- Assisted in the processing of balance sheet, income statements and other financial statements
- Assisted in audit planning and execution by performing all the initial work
- Perform detailed test work efficiently within defined targets as part of an audit team

Alukkas Enterprises Pvt Ltd (Jos Alukkas), Bangalore

Assistant Accountant (January 2018 – June 2019)

- Managed accounts payable, accounts receivable and payroll departments
- Administered online banking functions, reconciled bank balances, recorded general ledger entries
- Prepared daily cash position and check return items
- Maintained the entire filing system for the accounting departments
- Assisted in filing e-TDS, Service Tax, Professional Tax, GST, ITC Forms
- Coordinated internal and external audit team
- Established and maintained solid business relationship with all levels of management

The Trichur Co-operative Spinning Mills Limited, Kerala

Junior Accountant (July 2017 – December 2017)

- Maintained accounting records, making copies, filing documents, etc.
- Handled petty cash, preparing bills and receipts
- Performed general bookkeeping and reconciling bank statements
- Assisted to prepare and analyze budgets, quotations, etc.
- Receiving and processing invoices, expense forms and requests for payments

INTERSHIP PROGRAMME

Finance Intern : The Thrissur District Cooperative Bank, Kerala

(April 2017 - June 2017) Major Project : Analysis of Non-performing Assets

- Worked with 5 departments in the bank, including financial, credit, corporate banking, audit & inspection and branch affairs
- Verification of customer documents under senior inspection officer
- Assisted customers for various financial transactions, developed communication skills with customers

- Assisted in monthly audit and preparation of financial statements
- **Human Resources Intern : Jubilee Mission Medical College & Research Institute, Thrissur** (August 2016 – September 2016) Minor Project : Employee Retention Strategies
- Assisted in collecting, scanning and sorting job applications and calling deserving candidates for interview
- Collected and updated internal database with new hire information (e.g. employment forms and contact information)
- Updated payroll data including leaves, working hours and bank accounts

EDUCATIONAL QUALIFICATION

Course	Board/University	Name of Institution	Year of passing	Percentage / CGPA
MBA (FM & HRM)	University of Calicut	JBS @ JCET,Ottapalam	2017	2.64
B.COM (Co-Operation)	University of Calicut	Chinmaya Mission College, Thrissur	2015	3.42
XII – Commerce	State Board	GHSS, Pattambi	2012	85 %
X	State Board	Nrmala HS, Wadakkanchery	2010	78 %

TECHNICAL SKILLS & ADD ON COURSES

- Certified in SAP Financial Accounting TFIN50 & TFIN52
- Certified Diploma in International Financial Reporting Standards
- Certified in Computerized Accounting in Tally
- Undergone workshop in Micro Analysis of Financial Statement
- Undergone workshop in Digital Marketing initiated by IIM [Calcutta]
- Human Resources by Open Training Institute, Australia
- Principles of Project Management by Polytechnic West
- Negotiation and Conflict Resolution by MGSM

- Financial Planning by Sydney University, Australia
- Financial Literacy by Macquarie University, Australia
- Management for a Competitive Edge by ICMS, Sydney
- Certified course on Transactional Analysis (ATMA Foundations)

ACHIEVEMENTS & AWARDS

- Published article in VEI International Journal of Social Science on 'Effectiveness of Employee Retention Strategies in special reference to Hospital Industries' Volume 3; ISSN 2394-1316
- Published article in Nehru School of Management Journal (NSMJ) National Conference on Green Logistics And Supply Chain Management on 'Human Resource Management In Virtual Organization' Volume 4 No. 1, March 2019-September 2019; ISSN 2349 - 4883
- Presented seminar paper in International Conference on 'Emerging Trends in Markets and Marketing' at Viswajyothi School of Management Studies
- IInd prize for English Versification at Calicut University State Fest 2014
- IIIrd prize in Quiz competition conducted by Business Standard 2016
- Won H.H.Swami Chinmayananda Scholarship in 2012-2013

PERSONAL PROFILE

- Father's Name : Rajeevan.K
- DOB : 30-10-1993
- Nationality : Indian
- Hobbies : Reading, Yoga, Hiking
- Languages Known : Malayalam, English, Hindi, Sanskrit, Tamil

DECLARATION

I hereby, declare that the above mentioned information is authentic to best of my knowledge.

Place:

Date:

(Rohit.V.P)