



ROHITH.A

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A target-driven professional, targeting challenging assignment in **Operations,IT, Non IT, Banking & Finance** industry, preferably as **Operations Executive /Associate/Management Trainee** with a reputed organization.

PROFILESUMMARY

- An ambitious professional with **7 months** of experience; with **ALY Ford, Palakkad** as **Accounts & Billing Executive**
- Insightful knowledge of the academic concepts and their applicability in the practical world.
- Fruitful combination of academic expertise and leadership qualities inherent in the working style which resulted into the recognition of the team at various occasion.
- Result-oriented, quick learner and a keen planner with the proficiencies procured.

ORGANISATIONAL EXPERINCE

Jan'18 – August, with ALY Ford, Palakkad as Accounts Assistant

Key Result Areas:

- Prepare reports on accounts payable and accounts receivable.
- Generate client billings for various projects.
- Review the details provided by the managers, distribute the payments and edit the billings.
- Providing high-end technical support, managing incidents & ensuring high end-user satisfaction levels through solution of the problems.

Highlights:

- Perform daily entry of accounting and weekly perform checking and updating.
 - Mail the invoices to the regarding clients.
 - Maintaining the official files.
 - Prepare monthly reports.
 - Maintain cash transaction & petty cash book, preparing cash.
 - Day to day cash & bank transactions.
 - Preparing outstanding list of Debtor & making Payment follow-up.
 - Preparing of Tax invoices, Vouchers & Agency Payment.
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ACADEMIC DETAILS

- 2016: Bachelor of Commerce(Cooperation) from Sadhanam College, Calicut University with 66%
- 2013: Higher Secondary from BEM HSS, Palakkad with 84 %
- 2010:Senior Secondary from Vyasa Vidya Peethom, Ka,llekkad,Palakkad with 85%

CERTIFICATIONS

- Certificate in Computerised Accounting from C-DIT

IT SKILLS

- MS Office Applications.
- Tally ERP 9
- AUTODEAL

PERSONAL DETAILS

Date of Birth: 27th December 1995

Languages Known: English, Malayalam, Tamil and Hindi

Address: Krishna Prabha (H) ,Chaithra Nagar , Kodunthirapully (PO), Palakkad