



**ROHITH.A**

**Phone:** +91-9747887434

**E-Mail:**rohithashok95@gmail.com

---

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 **1 year 1 months of experience** with **ALYFord,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.
- Result-oriented, quick learner and a keen planner with the proficiencies procured.

---

## ORGANISATIONALEXPERINCE

---

**Nov'17 –Dec '18, 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 outstanding list of Debtor & making Payment follow-up.
  - Preparing of Tax invoices, Vouchers & Agency Payment.
-

## 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, Kallekkad,Palakkad with 85%

---

## CERTIFICATIONS

---

- Certificate in Computerised Accounting from C-DIT

---

## IT SKILLS

---

- MS Office Applications.
- Tally ERP9
- AUTODEAL

---

## PERSONAL DETAILS

---

**Date of Birth:** 27<sup>th</sup> December 1995

**Languages Known:** English, Malayalam, Tamil and Hindi

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