

# Rithu Mohan

E-mail: [rtaug31@gmail.com](mailto:rtaug31@gmail.com)  
Phone number - +919539562424, +917403112824  
Skype ID: - [latesummerseason@gmail.com](mailto:latesummerseason@gmail.com)

## Work experience

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**NFC Finance**  
Relationship Officer

August 2012 — April 2013

**Medical Trust Hospital**  
Clerk

22-04-2013 — 02-05-2015

Handled billing works and Patients Medical Insurance

**Heavenly Feast Church, Edappally**  
Accountant

10-05-2016 — 20-04-2017

Handled accounts work and Auditing.

**Aster DM Healthcare**  
Associate Payroll

19-06-2017- 14-08-2019

- *Preparing monthly salary based on employees attendance and leave register, disburse the salary via WPS to their bank account.*
- *Also preparing monthly leave salary of those who all are completed Eleven months with the organization and paying the same through WPS.*
- *Preparing all kind of employee's certificates like Salary certificate, salary transfer letter, No Objection Certificate and Certificate of Consulate.*
- *Managing employee's attendance, OT payment and leave management.*
- *Managing and coordinating birthday list of Aster Global Centre.*

**Aster Pharmacy Group (UAE)**

14-08-2019 to 11-04-2020

### **Associate Compensation & Benefits**

- Preparing monthly salary based on employees attendance and leave register, disburse the salary via WPS to their bank account.
- Also preparing monthly leave salary of those who all are completed Eleven months with the organization and paying the same through WPS.
- Managing employee's attendance, OT payment and leave management.

## Education

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### **Post Graduate Diploma in Hospital Management – March 2021**

Annamalai University (Currently Doing)

### **M Com with Accounting and Finance**

June 2017- May 2020

Annamalai University

### **B Com with Computer Application**

04-08-2009 — 31-03-2012

IIMS, Ernakulam

### **Plus Two**

June 2005 — March 007

Darul Uloom VHSE, Ernakulam

Plus Two with Maintenance and Operation of Bio-Medical Equipment.

### **SSLC**

— March 2005

St. Teresa's Ernakulam

### **Master in Accounts**

— December 2010

SPARC MULTI MEDIA, Ernakulam (AICSM)

### **Diploma in Computerised Financial**

— March 2010

Accounting

SPARC MULTI MEDIA, Ernakulam

# Interests

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Reading

Listening Music

# Declaration

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I do here by confirm that the information given is right, I will do my duties to your satisfaction.