

# Rithu Mohan

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## Work experience

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### **NFC Finance**

August 2012 — April

2013

Relationship Officer

### **Medical Trust Hospital**

22-04-2013 — 02-05-2015

Clerk

Handled billing works and Patients Medical Insurance

### **Heavenly Feast Church, Edappally**

10-05-2016 — 20-04-

2017

Accountant

Handled accounts work and Auditing.

### **Aster DM Healthcare, Calicut**

9-06-2017- 14-08-2019

Associate Payroll (HR DEPARTMENT)

- *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 (HR DEPARTMENT)

- 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**

2020 Annamalai University

June 2017- May

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

2012 IIMS, Ernakulam

04-08-2009 — 31-03-

### **Plus Two**

Darul Uloom VHSE, Ernakulam

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

June 2005 — March 007

### **SSLC**

St. Teresa's Ernakulam

— March 2005

### **Master in Accounts**

2010 SPARC MULTI MEDIA, Ernakulam (AICSM)

— December

### **Diploma in Computerised Financial**

2010 Accounting

SPARC MULTI MEDIA, Ernakulam

— March

# 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.