

Rithu Mohan

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Place :- Ernakulam

Work experience

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, Calicut
Associate Payroll (HR DEPARTMENT)

9-06-2017- 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 (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

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

Reading

Listening

Music

Declaration

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