




RITHU MOHAN

CONTACT

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LANGUAGES

ENGLISH
HINDI
MALAYALAM

WORK EXPERIENCE

* NFC FINANCE

RELATIONSHIP OFFICER, Sales and Admin. (AUGUST 2012 – APRIL 2013)

Handled admin works, sales and Front office works.

• MEDICAL TRUST HOSPITAL

CLERK (BILLING DEPARTMENT (22-04-2013 02-05-2015)

Handled Billing Works and Patient Medical Insurance.

• HEAVENLY FEAST CHURCH, EDAPPALLY

ACCOUNTANT (10-05-2016 20-04-2017)

Handled Accounting Works and Auditing.

• ASTER DM HEALTHCARE, KOZHIKODE

ASSOCIATE PAYROLL (HR DEPARTMENT) (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)

Associate Compensation And

Benefits (HR DEPARTMENT PAYROLL) (14 08-2019 to 11-04-2020)

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.

Just Right Overseas Consultancy, Ernakulam

Executive Trainee – from 01-09-2022

EDUCATION

**Post Graduate Diploma in
Hospital Management March 2021
Annamalai University (Currently Doing)**

**M.Com with Accounting and Finance
Annamalai University (June 2017- May 2020)**

**B Com with Computer Application
IIMS, Ernakulam (04-08-2009 – 31-03-2012)**

**Plus Two
Darul Uloom VHSE, Ernakulam (June 2005 – March 2007)
(Plus Two with Maintenance and Operation of Bio-Medical Equipment)**

**SSLC
March 2005 St. Teresa's Ernakulam**

**Master in Accounts
December 2010 SPARCMULTIMEDIA, Ernakulam (AICSM)**

**Diploma in Computerised Financial
March 2010 Accounting SPARC MULTI MEDIA, Ernakulam**

INTERESTS

Reading, Listening, Music

DECLARATION

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