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| RohithRohith.116360@2freemail.com **ACCOUNTS, FINANCE & TAXATION** *High-impact change agent with a significant capability to identify initiatives and facilitate action-driven plans to support financial growth and objectives*Core Competencies

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| --- | --- |
| **Negotiation** |  |
| **Taxation** |  |
| **Transaction Processing / Management** |  |
| **Audit(Internal / External)** |  |
| **Office Administration** |  |
| **Logistics Management** |  |
| **Inventory Management** |  |
| **Vendor / Client Relationship Management****MIS Reporting & Documentation** |  |

Soft Skills

|  |  |
| --- | --- |
| **Motivator** |  |
| **Communicator** |  |
| **Change Agent**  |  |
| **Collaborator**  |  |
| **Innovator** |  |
| **Intuitive** |  |
| **Team Management**  |  |

Timeline**Nov’11 - Feb’17****Aug’08 to Oct’11**Z:\Approved_ResDev_Repository\Formats\Visual Resume Formats 2015-16\Icons\itskills24x24icons.pngIT SkillsMS Office (Excel, Word &Outlook)Accounting Software (Tally ERP)Personal Details**Date of Birth:** 27th May 1988**Languages Known:** English, Hindi, Kannada, Konkani and Tulu | *Accomplished, ambitious and dedicated professional with expertise in monitoring preparation of statutory books of Accounts, Bank Reconciliation, and Consolidated Reports in compliance with time & accuracy norms; targeting assignments in Accounts, Finance and Taxation with an organization of repute preferably in UAE*Profile Summary* **An enterprising leader with skills in** ensuring optimum inventory levels for achieving cost savings without hampering the process and preparing reports for the same; offering **over 8 years** of firm experience
* **Consistent success in maximizing financial performance** with the help of capabilities in driving financial growth and generating revenues
* **Proficient in providing** financial expertise to support operations, resolve challenges such as fund management, forecasting, budgeting, and financial transactions
* **Actively engaged in the preparing** the financial projections, financial model and valuation for the transaction services
* **Competent at assigning** duties to staff, redesigning office administrative procedures to modernize functions and eliminating redundancy and expedite workflow
* **Strong work-ethic with capacity to** function well under pressure and display high level of competence in a rapidly evolving work environment

Education* B.Com. from St. Philomena College, Mangalore University, Mangalore in 2008
* PUC Certification from Carmel Convent PU College, Mangalore in 2005

Work Experience**Nov’11 - Feb’17 with Entuple Technologies Private Limited, Bangalore as Coordinator - Accounts, Administration and Logistics****Key Result Areas:*** Produced Purchase Order, Sales Order, Proforma Invoice, Sales Invoice and Dispatch of Material
* Made effective use of cost analysis tools in support of strategic sourcing process, procurement costs, cost reduction metrics and bottom line performance indicators
* Organized and maintained fixed asset register and physical verification of assets on quarterly basis
* Supervised:
* Overall forecasting, budgeting, procurement, distribution and consumption of resources; supervising the housekeeping activities; ensuring availability of stationery and other essential items
* Logistics operation ensuring timely execution while adhering transit guidelines
* Performed:
* Physical verification of bills & assets, quarterly
* Ensured proper:
* Computation and payment of PF, PT, VAT, ST, ESI and TDS
* Follow up for the payment with the client
* Checking of vouchers, recording along with settlement of employees reimbursements
* Collection of expired bank guarantee and submission of the same to Bank for margin release
* Recording of all day-to-day transactions i.e., Purchase & Sales, Income & Expenditure in Tally ERP
* Safeguarded proper verification of payroll as per Income Tax Compliance and Salary Disbursement
* Negotiated price, finalized vendor quotes &conducted periodic evaluation of vendor performance on account of delivery and service
* Recording goods inward and outward; allocation of goods in ward in stores and physical verification of inventory monthly
* Supported Audit Team at the time of external and internal audit
* Conducted internal process audits & process reviews for certifying strict adherence to the process parameters / systems as per defined guidelines
* Establishing good relationship with bank; applying loan for the company; maintaining documents for applying loan; follow up for the sanction of loan
* Prepared, examined, and analyzed:
* Accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
* MIS Report, Cash Flow Statement, Inventory, Accounts Receivable and Payable and Sales Report
* Documents for Bank Guarantee and keeping record of the issued Bank Guarantee, EMD and Security Deposit
* Tables of accounts, and assign entries to proper accounts
* Tax returns by certifying compliance with payment, reporting and other tax requirements
* Financial statements including trial balance, bank reconciliation reports, profit & loss account
* Sales invoice and other necessary documents for the delivery to Defence and Govt. Organizations.
* Spearheaded entire functionalities of:
* General administration work and general office maintenance
* Procurement of laptops and accessories for the employees
* Informing & suggesting management about issues like resource utilization, tax strategies and the assumptions for budget forecasts
* Liaising with local & foreign vendor payment and making vendor payment, pending report
* Computation of taxes owed, For-Ex gain, loss and salary arrears, if any
* Foreign outward remittance

**Highlights:*** Received “Best Performer Award” from the organization for 2 consecutive years in 2015 & 2016
* Merit of solely managing accounts of 100+ employees in the organization

**Aug’08 to Oct’11 with Cargo Placement and Shipping Agencies Private Limited, Bangalore as Accounts Assistant (Operational Assistant)****Key Result Areas:*** Formulated:
* Cash & bank statement and also maintained cash and bank balance
* Invoice and bills as per the quotations received from the clients
* Cargo arrival notices and informed the client’s arrival of cargo
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