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| Rohith  [Rohith.116360@2freemail.com](mailto:Rohith.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   |  |  | | --- | --- | | **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 Skills  MS 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 |