**Rohit**

**Rohit.345107@2freemail.com**

**Objective**

To pursue a career in the Banking / Fineness field or in accountants field as Sales / Marketing Advisor /Counsellor

**Summary/Overview**

A detail oriented professional with excellent knowledge of accounts possesses rich experience of 2+ years of experience in financial planning, analysis and accounting principles GAAP

My key skills Finalise the day's balance, and prepare and print management reports ,Investigate and reconcile discrepancies when they occur ,Complete accounting functions for classified transactions involving stock shares and government bond trading.

**Work Experience**

**Oct 2015 to till Date –Trader (US Share Market intraday)**

**Capstone Security Analyses**

INDIA Maharashtra (Pune )

**Responsibilities:**

* Analysing blue chips company and daily movement of stock and investment in stock
* Intraday Trading in US stock market
* US Stock Trading (at NYSE, NAQSD stock )
* Buying and Selling of Stocks for making Profit
* Daily up date of stock market maintaining daily data base
* Keep watching on world market and new updates of company like company Dividend, Earning Profit of year etc…

**May 2015 to Jan 2017**

**Dewan Housing Finance Corporation ( DHFL )Ltd**

INDIA Maharashtra (Pune)

* Collect data of customers who required Home Finance
* call and fix appointment with them and meet them personally
* Explain them about loan (finance) conveys hem for product provide them in details about loan regarding calculation, rate of interest, per month EMI
* Doing Documentation Preparer Amortisation chart, FOIR,LTV,COP etc
* Regular meeting and update customers
* coordinate with client at each movement
* Study property paper Coordinate with Credit Legal and Technical of Property

**July 2013 –Sales Executive**

**I Process ( ICICI Bank )**

INDIA Maharashtra ( Pune )

**Responsibilities:**

* Preparing and analysing accounting records and financial statements reports
* Assess accurately and confirm to reporting and procedural standards of the reports
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* A voiding outstanding expenses and managing the petty cash
* Establishing table of accounts
* Assigning entries s to proper accounts
* Using accounting tools wherever necessary
* Making use of technology to develop, implement, modify, and document record-keeping and accounting systems
* Preparing forms and manuals for accounting and bookkeeping personnel

**Achievement**

* Cut down the maintenance cost by 6 %.
* Remarkably prepared the document and accounts history.
* Got appreciation from seniors for doing excellent work.

**December 2014– ( Present Date ) Sales And Marketing**

**Shree Jee**

INDIA Maharashtra ( Pune )

Hired by India Privet Limited company Shree jee Group to encourage their customers and services . Promoted as a Team leader in 7 months after joining.

**Responsibilities:**

* Ensuring smooth operations by maintaining upward and lateral communications with concerned departments.
* Focus on monthly, quarterly, annually secondary targets of outlets.
* Actively Bench marketing, understands the retail standard implement them accordingly.
* Tracing the weak areas, find out the fast movers and slow movers in each category.
* Planning to run scheme and liquidating non moving stocks.
* Organising and implementing local sales programs and brand strategies.
* Helping with implementation of marketing activities as planned by Brand Management.
* Ensuring visual merchandising category wise for clear expression of special campaigns, discounts, themes etc.
* Follow up Inventory Management. Updating

**Education**

Institute of computer Accountants ( I.C.A )

Pune

**Bachelor of Computer and Accountants / Oracle**
Graduated: 2013

Bharati Vidyapeeth

BVD University

**Bachelor of Business Administration & Marketing**
Graduated: 2011

Sinhgad Institute Of management

Pune University

**Higher Secondary Certification (HSC)**

Graduated: 2009

K.V DIAT

C.B.S.E Delhi Board

**Second Secondary Certification (SSC)**

Graduated: 2007

**Qualifications/certifications**

B.Com. from BVDU University,

Higher Secondary Certification (HSC) 2009

Second Secondary Certification (SSC) 2007

I.C.A Institute of computer Accountants

TALLY 9.0

Ms-Office, MS Excel Level 4

**Skills**

|  |  |  |
| --- | --- | --- |
| **Area** | **Proficiency** |  |
| Accountants | Advanced |  |
| Finances, Accountants | Advanced |  |
| Sales Tax, TDS, Excise, Service Tax | Advanced |  |
| Tally7.2&9.0 ERP & ERP Software | Advanced |  |
| Issue Track customer service system | Advanced |  |
| Microsoft Office applications | Advanced |  |
|  |  |  |

**Languages**

English ( Bilingual, Speaking & Writing ) Hindi ( Bilingual, Speaking & Writing, Sanskrit ) Tamil ( Bilingual Speaking & Writing )

**Interests**

I enjoy keeping up-to-date with what’s happening in the Share market, reading magazines and online journals. I also like to play tennis, martial arts and I am currently learning

