**Rohin**

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Dubai, U.A.E



**OBJECTIVE**

To be a successful professional in **Accounts** by joining an organization in that can provide me opportunities to widen my skills & expand with the organization.



**PROFILE**

* A dynamic Accounts professional with 1.5 year of experience with a reputed financial organization in India.
* Professionally qualified with a Master of Commerce (M.Com.) & Bachelor of Commerce (B.Com.)
* Proficient in MS Office, Tally ERP 9, MS Outlook and Statistical Package for Data Collection.
* Can handle accounting & finance responsibilities confidently.
* Have good knowledge of accounting procedures, finance management, liaison with banks, develop & nurture client relations, & costing aspects.
* Strongly commercial with excellent people skills.
* Can work under pressure & meet deadlines.
* A dedicated team player with excellent interpersonal skills.
* Ability to put in extra efforts when called for.
* Ability to work under minimal supervision and report to top management.



**WORK EXPERIENCE DETAILS**

**Executive Analyst in** Chennai, India.

(March 2018 – August 2019)

**Role & Responsibilities:**

* Opening of retail accounts.(Personal & Company Accounts)
* Maintenance of financial and non-financial transactions.
* Recording, maintaining and reconciling accounts payables and receivables.
* Instrumental in single-handedly elevating one of the key performance indicators of the process.
* Responsible for generic mailboxes and responding to the query mails on time.
* Protects organization value by keeping the information confidential.
* Verifying, rectifying, and updating source documents for accurate Data Entry.
* Requisition of KYC documents from clients.

**Accounting Trainee** in Chennai (30 days)

**Can Handle:**

* Proper recording and filing of documents.
* Manage accounts payable (bill payments, salaries, petty cash etc.) and receivable through cash / cheque / voucher in a timely manner.
* Prepare sales invoices & the upkeep of an accurate accounts filing system.
* Preparation of various reports for senior managers.
* Maintain fiscal files and records to document transactions.
* Maintain and reconcile cash / financial accounts.
* Maintain spreadsheets for monitoring and analyzing accounting data and prepare financial reports.
* Allocate cash to different departments / divisions and ensure that the direct staff complies with it.
* Preparing month-end closing schedules and reconciliations.
* Assisting in monthly management reporting and analysis.
* Establishing, maintaining and improving control procedures.
* Support team in period end closings.
* Ensure integrity of data through knowledge of key systems and data sources.
* Preparation of reporting packs and any other reports required.
* Ensure timely and accurate processing of payments.
* To follow up with authorized signatories to ensure timely approval of payments.
* To ensure that supplier and other stakeholders were informed when payment is ready.
* Handle full set of accounts including general ledger, journal, accounts payable & receivable, daily bank reconciliation etc.



**PROFESSIONAL AND ACADEMIC QUALIFICATIONS**

**Master of Commerce (M.Com.), Loyola College, Chennai, India Bachelor of Commerce (B.Com.), Loyola College, Chennai, India**



**IATA Certification in Travel & Tourism Management, Ticketing & Route Planning, Ground Handling & Ticket Issuing**



**KEY SKILLS & ACHIEVEMENTS**

**Computer Skills:**

* MS Office (Word, Excel, PowerPoint)
* Windows and Mac
* Tally ERP 9, Statistical Package for Data Collection(SPSS)
* MS Outlook
* Adobe Photoshop and Lightroom

**Professional Achievements & Leadership Qualities:**

* Won the best performer of the month award in Citicorp Services PVT LTD for 2 months.
* Best All-Rounder of the year 2016-2017 in Loyola Commerce Department.
* Winners of Mime, Ad zap, Street Theatre, Variety Entertainment and various Sports Events in Inter-Collegiate Competitions.
* Process lead while migrating one of the KYC parameters into our process.
* Events Secretary of Loyola Commerce Association during 2014-2015.
* PG Sports Secretary of Loyola Commerce Association during 2016-2017.
* Led the College Cultural Team for Ad Zap, Mime and Variety Entertainment shows.



**PERSONAL DATA**

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| Marital status | : | Single |
| Date of birth | : | 06.03.1995 |
| Nationality | : | Indian |
| Visa Status | : | Visit visa |
| Language Known | : | English, Malayalam and Tamil. |