

## **ROHIT.V.P**

SREEPADMAM, TALI (P.O), VARAVOOR, THRISSUR-680 585

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### **CAREER OBJECTIVE**

To secure a challenging position, where my knowledge will greatly enhance the company's success and my personal growth.

### **PROFESSIONAL EXPERIENCE**

#### **Alukkas Enterprises Pvt Ltd ( Jos Alukkas ), Bangalore**

Assistant Accountant (01 January 2018 – 30 June 2019)

- Managed accounts payable, accounts receivable and payroll departments
- Administered online banking functions, reconciled bank balances, recorded general ledger entries
- Prepared daily cash position and check return items
- Maintained the entire filing system for the accounting departments
- Assisting in filing/returns like e-TDS, Service Tax, Professional Tax, GSTR1 & 3B, ITC Forms
- Established and maintained solid business relationship with all levels of management

#### **The Trichur Co-operative Spinning Mills Limited, Kerala**

Junior Accountant (20 July 2017 – 30 December 2017)

- Maintaining accounting records, making copies, filing documents, etc.
- Handling petty cash, preparing bills and receipts
- Perform general bookkeeping and reconciling bank statements
- Assist to prepare and analyze budgets, quotations, etc.
- Receiving and processing all invoices, expense forms and requests for payments

## EDUCATIONAL QUALIFICATION

Course	Board/University	Name of Institution	Year of passing	Percentage
MBA (FM & HR)	University of Calicut	JBS @ JCET,Ottapalam	2017	70 %
BCOM (Co-Operation)	University of Calicut	Chinmaya Mission College, Thrissur	2015	83 %
XII Commerce(CA)	State Board	GHSS, Pattambi	2012	85 %
X	State Board	Nrmala HS, Wadakkanchery	2010	78 %

## TECHNICAL SKILLS & ADD ON COURSES

- Certified in SAP Financial Accounting TFIN50 & TFIN52
- Certified Diploma in International Financial Reporting Standards
- Certified in Computerized Accounting in Tally
- Undergone workshop in Micro Analysis of Financial Statement
- Undergone workshop in Digital Marketing initiated by IIM [Calcutta]
- Human Resources by Open Training Institute, Australia
- Principles of Project Management by Polytechnic West
- Negotiation and Conflict Resolution by MGSM
- Financial Planning by Sydney University, Australia
- Financial Literacy by Macquarie University, Australia
- Management for a Competitive Edge by ICMS, Sydney
- Certified course on Transactional Analysis ( ATMA Foundations )

## **INDUSTRIAL VISIT**

- Undergone Training program in Wonder La, Kochi

## **INTERNATIONAL EXPOSURE**

- Undergone industrial visit in Yakult Factory, Malaysia
- Undergone industrial visit in Beryl's Chocolate Factory, Malaysia
- University interaction at UCSI University, Malaysia

## **CERTIFIED MEMBERSHIP**

- Student member of ISTD (Indian Society For Training & Development, New Delhi)
- Student member of NIPM (National Institute of Personnel Management – Kerala Chapter, Kochi)
- Student member of PMA (Palakkad Management Association)

## **ACHIEVEMENTS & AWARDS**

- Published article in VEI International Journal of Social Science on 'Effectiveness of Employee Retention Strategies in special reference to Hospital Industries' Volume 3; ISSN 2394-1316
- Published article in Nehru School of Management Journal (NSMJ) National Conference on Green Logistics And Supply Chain Management on 'Human Resource Management In Virtual Organization' Volume 4 No. 1, March 2019-September 2019; ISSN 2349 - 4883
- Presented seminar paper in International Conference on 'Emerging Trends in Markets and Marketing' at Viswajyothi School of Management Studies
- II<sup>nd</sup> prize for English Versification at Calicut University State Fest 2014
- III<sup>rd</sup> prize in Quiz competition conducted by Business Standard 2016
- Won H.H.Swami Chinmayananda Scholarship in 2012-2013
- Major Project completed on the topic Analysis of Non-performing Assets in The Thrissur District Cooperative Bank, Thrissur
- Minor Project completed on the topic Employee Retention Strategies in JMMC & RI

## **PERSONAL PROFILE**

- Father's Name : Rajeevan.K
- DOB : 30-10-1993
- Nationality : Indian
- Hobbies : Reading, Yoga, Hiking
- Languages Known : Malayalam, English, Hindi, Sanskrit, Tamil

## **DECLARATION**

I hereby, declare that the above mentioned information is authentic to best of my knowledge.

Place:

Date:

(Rohit.V.P)