

**Personal Details:****Email id:**

ym.rohith.rohith@gmail.com

Contact No: 0563950686

Passport No: L1310543

Visa Status: Employment Visa

Availability to join: One month notice period

Current address:

Al Arti Plaza, Karama, Dubai

Permanent Address:

Mankurussikalam [HO],

Vazhempuram [PO]

Palakkad [DIST], Kerala, India

Date of Birth: 21/09/1990

Age: 31

Sex: Male

Marital Status: Married

Nationality: Indian

Languages Known:

English, Malayalam, Tamil, Hindi

ROHITH V.M

CAREER OBJECTIVES

Looking for a challenging and responsible position, where my professional knowledge and organizational skills provide to take full responsibility for all aspects of accounting functions.

AREAS OF EXPERTISE

- Control, supervision and maintenance of books of accounts and ensuring that the all records are properly maintained.
- Bank Reconciliation Statement
- Verification of system generated reports.
- Dealing with financial institutions and insurance companies.
- Written and verbal communication skills
- Supplier Credit Control administration and reviewing of credit limit
- Good control over the Accounts Receivable, Payable, General Ledger and VAT input/output.

PROFESSIONAL PROFILE

ORGANISATION: OSTERMEIER FZE, JEBEL ALI, DUBAI, UAE.

POSITION: ACCOUNTANT [FROM JULY 2019]

Key Accountabilities

- Preparing daily bank position (day to day cash flow operation and budgeting) and reporting to the management
- Invoicing and vouching of purchase transactions.
- Handling of ADCB Procash
- Reconciliation of supplier's outstanding statement for processing payments
- Preparing summary of VAT input/output reports quarterly – forwarding to Head Office for filing
- Processing monthly utility payments
- Issuing Bank Guarantees and Security Cheques to contractors.
- Handling Petty cash
- Receivables Reconciliation, management and payment follow up with customers.
- Coordinating with HR and Admin for payroll processing by WPS
- Preparation of employee's final settlement and leave salary
- Preparation of Bank Reconciliation Statement
- Preparation of End of Service Benefits and leave salaries.
- Interaction with management, suppliers, and colleagues
- Accounting software using – ERP, Tally

ORGANISATION: AL SHAFAR NATIONAL CONTRACTING LLC, OUDMETHA, DUBAI

POSITION: ACCOUNTANT [FROM NOVEMBER 2017 TO JULY 2019]

Key Accountabilities

- Dealing with sundry creditors and processing payments
- Accountable to perform all works related to petty cash
- Invoicing and Vouching
- Reconciliation of cash and bank books
- Processing receivables of subcontractors
- Accounting software using – ERP, Tally

ORGANISATION: COCHIN EXPORTS PVT LTD, KOCHI, KERALA, INDIA

POSITION: ACCOUNTS ASSISTANT [FROM APRIL 2016 TO OCTOBER2017]

Key Accountabilities

- Management of petty cash transactions
- Controlling credit and ensuring debtors pay on time
- Ensuring all payments amounts & records are accurate
- Working with journals, sales & purchase ledgers
- Preparing required accounting books
- Preparing and filing of Sales tax returns
- Maintains accounting controls by recommending policies and procedure
- Reconciliation of financial discrepancies
- Accounting software using – SAP Business One

ORGANISATION: VODAFONE MOBILE SERVICE LIMITED, PALAKKAD, KERALA

POSITION: CUSTOMER RELATION EXECUTIVE [FROM JULY 2015 TO MARCH 2016]

Key Accountabilities

- Promote sales by suggesting products to customer, providing Information and helping in choose the product.
- Keep an eye on the products in the store and responsible for any pilferage in store.
- Making customer aware of any schemes, discount, and Promotional offers.
- Maintaining the discipline and decorum of the store.
- To meet B 2 B sales people to appoint retail outlet.
- Planning for the sales of the month to reach the targets and get it done.

COMPUTER SKILLS

- Accounting Software ; Tally ERP 9, SAP Business One & Omega ERP (ERP Oracle Platform)
- MS Office

ACADEMIC PROFILE

Course	College/ School	University/ Board	Percentage
M.COM (Finance)	School of Distance Education	Bharathiar University	70%
MBA(Finance & HR)	Nehru College of Management	Bharathiar University	68%
B.com(Co-operation)	Co-operative College	Calicut University	54%
HSC(Commerce)	K.T.M.H.S.S	State Board	70%
SSLC	D.B.H.S	State Board	66%

ACHIEVEMENTS

- Best Performer in the month of August 2015 in VODAFONE

DECLARATION

I hereby solemnly declare that all statements made above are true and correct to the best of my knowledge and belief.

ROHITH V M



الشعار الوطنية للمقاولات (ذ.م.م)
Al Shafar National Contracting (L.L.C)
(Paid up Capital Dirhams 10,000,000)

Dubai
07 Aug 2019,

EXPERIENCE CERTIFICATE

TO WHOM SOEVER IT MAY CONCERN

This is to certify that Mr. Rohith Vainkara Muraleedharan has served as a full time employee at our company Al Shafar National Contracting LLC, in the position of Accountant for the tenure between 11.11.2017 to 10.07.2019.

He was productive employee of the company valued, and the company wishes him all the luck and success for the future.

Yours truly,
For Al Shafar National Contracting LLC



Mohammed Abd Elkhalleq
General Manager



Cochin Exports Pvt. Ltd.

EXPERIENCE CERTIFICATE

This is to certify that Mr Rohith V M, Mankurussikalam, Vazhempuram P.O, Karakurussl, Palakkad, Kerala- 678595, India had been in our service as **Accounts Assistant** since 03/10/2016 to 31/10/2017. During his tenure with the company we found him sincere and hard working. He left the organisation on his own accord.

We wish him all the best in his future endeavors

For Cochin Exports Pvt Ltd


Manager (Finance & Accounts)
Date : 31/10/2017



CIN-U51909KL1989PTC005424

"Cochin House", By Pass Junction, M.K.K. Nair Road, Edappally P.O., Cochin - 682 024

Tel: 0484-2345873, Mob: 98462 70058, Fax No. 0484-2340849, E-mail: ho@cochinexports.com, Website : www.cochinexports.com

Branches: * Calicut * Coimbatore * Thiruvananthapuram



Reg.No: 1335F0484

பாரதியார் பல்கலைக் கழகம்
Bharathiar University

சமூக அறிவியல் புலம்
FACULTY OF SOCIAL SCIENCES

பாரதியார் பல்கலைக் கழகம்

ஏப்ரல் 2015 ஆம்

ஆண்டு

நடத்திய

தேர்வில்

ரோஹித் வி எம்,

முதல்

வகுப்பில்

தேர்ச்சி

பெற்றுத்

தகுதியடைந்திருப்பதாக,

உரிய

தேர்வாளர்கள்

சான்றளித்ததை

ஏற்று.

வணிக நிர்வாகவியல் நிறைஞர்

என்னும்

பட்டத்தினை

அவருக்குப்

பல்கலைக்

கழக

இலச்சினையுடன்,

பாரதியார் பல்கலைக் கழக

ஆட்சிக் குழு வழங்குகின்றது.

The Syndicate of the Bharathiar University hereby makes known that ROHITH V M has been admitted to the Degree of MASTER OF BUSINESS ADMINISTRATION, having been certified by duly appointed Examiners to be qualified to receive the same and was placed in FIRST Class, at the Examination conducted in APRIL 2015 by Bharathiar University.

Given under the Seal of the University.

தேர்வாளையர்

பதிவாளர்(பொ)

Registrar(i/c)

துணைவேந்தர்

Vice-Chancellor

கோயம்புத்தூர்

Coimbatore

200122

நாள்

Dated: 12th September 2015 Controller of Examinations

ISSUED ON 15 JUN 2016

C No. 001817

യൂണിവേഴ്സിറ്റി ഓഫ് കലിക്റ്റ്



UNIVERSITY OF CALICUT
FACULTY OF COMMERCE & MANAGEMENT STUDIES

Whereas it has been certified by duly appointed Examiners that

Rohith. V.M

is qualified to receive the Degree of Bachelor of Commerce (B.Com.),

he having successfully completed the course in **September 2012**

and been placed in **Third Class** in Part I English,

Third Class in Part II Modern Language (*Malayalam*)

and **Second Class** in Part III Commerce Subjects

with Optional *Co-operation*

(Part III Reg.No: KIAJBP0552, September 2012)

The Senate of the University of Calicut hereby confers on him

the Degree of

Bachelor of Commerce

with all the Rights, Privileges and Honours thereunto appertaining.

Given under the seal of the University

CALICUT UNIVERSITY P.O.
Kerala, INDIA
PIN - 673 635

Clus and
Vice-Chancellor

Digitally signed by DR. M ABDUL SALAM
Date: 27/03/2014 05:39:05 PM



Date: 27/03/2014

Nº 0447362

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GOVERNMENT OF KERALA
BOARD OF HIGHER SECONDARY EXAMINATION
HIGHER SECONDARY EXAMINATION (CLASS XII)

No. HSE A 083850

CERTIFICATERegister Number **5242748**This is to certify that Mr / Ms **ROHITH.V.M**

appeared for the

HIGHER SECONDARY EXAMINATION (COMMERCE**GROUP) held in MARCH 2009**He /She is **ELIGIBLE**

for higher studies.

The Scores and Grades obtained by the Candidate are shown below :

SUBJECTS	SCORES								Grade Obtained	Grade in Words
	CE		PE		TE		TOTAL			
	Score Obtained	Max. Score	Score Obtained	Max. Score	Score Obtained	Max. Score	Score Obtained	Max. Score		
PART I ENGLISH	20	20			40	80	60	100	B	B only
PART II MALAYALAM	20	20			70	80	90	100	A+	A plus
PART III (Optionals) BUSINESS STUDIES WITH FUNCTIONAL MANAGEMENT	20	20			26	80	46	100	C	C only
ACCOUNTANCY WITH AFS	20	20			37	80	57	100	C+	C plus
ECONOMICS	20	20			44	80	64	100	B	B only
COMPUTER APPLICATION	20	20	16	20	18	60	54	100	C+	C plus

Eligibility for Higher Studies : D+ or above for all subjects

Place : Thiruvananthapuram
Date : 12/05/2009

SECRETARY
 Board of Higher Secondary Examinations,
 Government of Kerala.

GOVERNMENT OF KERALA

GENERAL EDUCATION DEPARTMENT
SECONDARY SCHOOL LEAVING CERTIFICATE
(Issued under the Authority of Government of Kerala)



Name of School
DESABENDHU H S THACHAMPARA, THACHAMPARA P O

Admission No. 16949

1. Name : ROHITH. V.M.
2. Name in Regional Language : രോഹിത്. വി.എം
3. Sex : MALE
4. Date of Birth (in figures) : 21/09/1990
(in words) : TWENTYFIRST SEPTEMBER NINETEEN NINETY
5. Religion and Caste, if any : HINDU, NAIR
6. Place of Birth : THACHAMPARA
7. Nationality : INDIAN
8. Name of Father/Guardian : MURALEEDHARAN. V.P.
9. Name of Mother : REMADEVL V.C.
10. Home Address : MANKURUSSI KALAM, VAZHEMPURAM (PO),
PALAKKAD (DT).

11. Identification Marks

1. A BLACK MOLE ON THE RIGHT SIDE OF THE NECK
2. A BLACK MOLE BELOW THE NOSE.

SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION

Name : ROHITH. V.M.

Register Number : 358765 Month & Year: March 2007 No. of Chances : 1

This is to certify that the candidate herein has appeared for the SSLC Examination and secured the following Grades

Subject	Grade	Grade in words
First Language Paper - I Malayalam (.....)	B+	B Plus
First Language Paper - II Malayalam (.....)	B+	B Plus
English	B+	B Plus
Hindi	B	B Only
Social Science	C+	C Plus
Physics	C+	C Plus
Chemistry	B	B Only
Biology	C+	C Plus
Mathematics	C	C Only
Information Technology	A	A Only

GRADE RANGE

A+ 90% and above	Outstanding	B 60 - 69	Good	D+ 30 - 39	Marginal
A 80 - 89	Excellent	C+ 50 - 59	Above Average	D 20 - 29	Need Improvement
B+ 70 - 79	Very Good	C 40 - 49	Average	E Below 20	Need Improvement

(i) Grades are on nine-point scale

(ii) Minimum eligibility for higher study is D+ Grade for each Paper

Eligible for Higher Studies

Name & Signature of the Head of the Institution with Date
Desabendhu High School
Thachampara - 673 993.



K. SASIDHARAN
SECRETARY
Board of Public Examinations, Kerala

