

## RINTU MOHAN

Charuvilakath(H),Fathima Church (Rd),  
Elamkulam,Kadavanthra P.O, Cochin-20  
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### **PROFESSIONAL SUMMARY**

Performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports. Maintains the accuracy of the ledgers and subsidiary financial systems, assists in the preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff assistance to assigned management staff.

### **CORE QUALIFICATIONS**

- Proficient in research and financial analysis abilities.
- Experience in developing and implementing financial systems and controls
- Familiar with all MS Office applications
- Good at evaluating problems and quickly devising practical solutions
- Ability to meet tight deadlines
- Strong team leadership and motivation skills.

### **WORK EXPERIENCE**

- **Working as Accounts Assistant at Dilmart Products India Pvt Ltd, Koonammavu (3-12-2020- till date)**

**Duties & Responsibilities:**

- Invoice processing.
- Cash book maintenance.
- Processing expense requests.
- Maintaining the company purchase and sales ledgers.
- Bank reconciliation.
- Managing day to day transactions.
- Basic administration.

- **Worked as Accounts Assistant at Global Shipping Agencies, Kadavanthra, Cochin. (01-2-2014 – 30-6-2020)**

**Duties & Responsibilities:**

- Recording and retrieving financial entries from the financial database.
- Preparing invoices and receipts.
- Record and handling accounts payable and accounts receivable.
- Cash book entries.
- Verification of payment vouchers.
- Track and reconcile bank statements.
- Prepare projections for future expenses and revenue.
- Payroll management.
- Assist in preparation of year end closings and accompanying financial reports.
- Provide support for internal and external audits.
- Running reports and performing other routine accounting activities.

- **Worked as Data Entry Executive at Axis Bank,Ernakulam. (1-12-2010 to 31-7-2011)**

**Duties & Responsibilities:**

- Entering customer and account data from source documents.
- Compiling, verifying and sorting information to prepare source data.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Responding to request for information and statistics.
- Manage application changes.
- Provide guidance and information on application requirements.

**EDUCATION QUALIFICATION**

| Name of the course | University / Board / Institution                             | Principal Subjects       | Percentage of marks obtained | Year of Passing |
|--------------------|--------------------------------------------------------------|--------------------------|------------------------------|-----------------|
| MBA                | KVM CE & IT, Cherthala (CUSAT,Kochi)                         | Finance & Human Resource | 65%                          | 2013            |
| B.Com              | Vidyaniketan,Ernakulam (Mahatma Gandhi University, Kottayam) | Co-operation             | 53%                          | 2011            |
| Class XII          | St.Alberts H.S.S, Ernakulam                                  | Commerce                 | 75 %                         | 2007            |
| Class X            | St.Judes E.M.H.S.S Thammanam                                 |                          | 66 %                         | 2005            |

## **GENERAL PROFILE**

|                 |   |                               |
|-----------------|---|-------------------------------|
| Date of Birth   | : | 08/02/1989                    |
| Father's name   | : | Late Y.Jayamohan              |
| Mother's name   | : | R.Jalaja                      |
| Marital Status  | : | Single                        |
| Religion        | : | Christian                     |
| Nationality     | : | Indian                        |
| Mother Tongue   | : | Malayalam                     |
| Languages known | : | Malayalam,English,Hindi,Tamil |

## **DECLARATION**

I hereby declare that all the details furnished above are true to best of my knowledge and belief.

Place: Kochi

Rintu Mohan