

Rithesh Prabhu

Profile

- Ø To secure a challenging position in a reputable organization and focus on the upliftment and growth of the organization.
- Ø To cautiously use my skill set, knowledge, and understanding towards the task assigned.
- Ø To ensure that I utilize all my ability to achieve the goals/targets designed by the company, which will correspondingly affect the customer satisfaction of the company.
- Ø A highly organized and hard-working individual looking for a responsible position to gain practical experience.

Education

MBA, Visvesvaraya Technological University (VTU)

MOODBIDRI | 2015 June - 2017 June

FINANCE SPECIALIZATION

B.COM, MANGALORE UNIVERSITY

MOODBIDRI | 2012 June - 2015 June

Employment History

SALES EXECUTIVE, SHAKTI SALES

MOODBIDRI | 2015 June - 2015 November

SALES EXECUTIVE, ANANT CARS

BANGALORE | 2017 July - 2017 December

SALES EXECUTIVE, NANDI TOYOTA

BANGALORE | 2018 January - 2018 July

ACCOUNT ASSISTANT, UNIPACK CONTAINERS AND CARTON PRODUCTS LLC

UMM AL QUWAIN | 2018 December - 2021 December

Accounts Payable (2018-2021)

- Ø Responsible for performing a full range of accounting activities and functions, in particular financial budgeting, accounting and analysis reporting.
- Ø Preparing journal entries complete with documentation for all transactions.
- Ø Preparing Payment Voucher for import and Local Suppliers and Preparing Cheques
- Ø TT (Telegraphic Transfer) for Import or Local Payment.
- Ø Preparing Local Purchase Order.



INFO

ADDRESS

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EMAIL

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BIRTH DATE

15/05/1994

NATIONALITY

INDIAN

SKILLS

GOOD COMMUNICATION

QUICK LEARNER

TIME ORIENTED

LANGUAGES

ENGLISH

HINDI

KONKANI

KANNADA

TULU

- Ø Incentive to Sales Manager
- Ø Monthly Internal Company Reconciliation
- Ø Miscellaneous Purchase Voucher.
- Ø Daily Stock Entries, Monthly Stock Report and Stock Variance Report
- Ø Preparing GRN, purchase of internal, local and Import entries
- Accounts Receivables (2018-2021)
- Ø Follow up for the customers pending payments.
- Ø Bank reconciliation, receipt of payment entries, writing receipts and vouchers.
- Ø Preparing Local Tax Invoice
- Ø Depositing Cheques to Bank.

LOGISTICS ASSISTANT, UNIPACK CONTAINERS AND CARTON PRODUCTS LLC

UMM AL QUWAIN | 2018 December - 2022 April

Custom Clearance (2019-2022)

1. Import Shipment Tracking
2. Passing Bill of Entry for Import Shipment
3. Submission of Custom documents
4. Monthly CDR Report Preparing
5. Logistics handling
6. Custom Inspection Scheduling
7. Coordination with Supplier
8. Checking Draft Bill of lading
9. Checking Invoice and Packing List
10. Coordinating with Shipping Agent
11. Complete Knowledge of E -Misral 2
12. Knowledge of Custom Inspection
13. Plan Warehouse and Distribution Centre
14. Organization of Storage of Goods
15. Keep record of Deliver Advice in data sheet
16. Dispatching Material on Time for Customers
17. Coordinating with drivers
18. Coordinating with customers for Delivery Location
19. Generating E token and E Gate Pass for Container and LCL shipment
20. Freight Comparison with Sipping Agent