

ROHIT RAGHUNATH RAJBHAR

SENIOR EXECUTIVE FINANCIAL OPERATIONS

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Professional Summary

Proactive and detail-oriented Financial Operations professional with 3+ years of FinTech experience, presently associated with PayNearby. Expertise in OD provisioning, top-up processing, agreement validation, Tally accounting, and reconciliation. Looking to contribute operational and analytical expertise to a leading banking or financial services firm.

Skills

- MS Excel – Advanced functions (VLOOKUP, Pivot Tables, Reconciliation)
- Payment Systems & Financial Operations
- Tally ERP 9 – Accounting & Financial Entries
- Email Communication & Documentation

Work history

Senior Executive - Financial Operations, 10/2021 to Current

Nearby Technologies Pvt. Ltd. – Mumbai

- Providing Overdraft (OD) facilities to partners and clients across India, ensuring timely disbursal and process adherence.
- Verifying agreements and documentation for OD provisioning as per company policies.
- Prepare day-wise MIS reports of **Overdraft (OD)**.
- Prepare day-wise Outstanding reports for **Overdraft (OD)** and Top Up.
- Conduct weekly **Overdraft (OD)** review meetings.
- Monitors and investigate fraud and unidentified transactions
- Provide top-up to retailers, distributors, and super distributors.
- Update daily financial transactions in Tally ERP.
- Handling daily financial operations, Tally entries, account reconciliations, and transaction tracking.
- Performing daily, weekly, and monthly reconciliations to ensure accuracy in financial operations.
- Handling email communications with internal departments
- Assisting in audit processes by providing necessary reports and reconciliations.

Accounts Trainee, 07/2021 to 09/2021

Monedo Financial Services Pvt. Ltd. – Mumbai

- Maintained day-to-day books of accounts using company-specific software, ensuring timely and accurate financial reporting.
- Entered journal and ledger entries in Tally ERP
- Reconciled processed financial transactions by verifying ledger entries, ensuring zero discrepancies in reporting.
- Managed and posted repayment schedules and entries into Loan Management System (LMS), improving loan tracking accuracy.
- Managed eKYC processes and document verification to ensure compliance with RBI norms and seamless customer onboarding.

Education

Bachelor of Commerce: 01/2021

Tolani College of Commerce - Mumbai, India

GPA: 72%

Higher Secondary Certificate: 01/2018

Tolani College of Commerce - Mumbai, India

GPA: 69%

Secondary School Certificate: 01/2016

R. C. Maruti High School - Mumbai, India

GPA: 85%

Strengths

- Strong Analytical and Numerical Ability
- Attention to Detail and Accuracy
- Efficient Communication & Coordination Skills
- Ability to Work Under Pressure
- Quick Learner with a Process Improvement Mindset

Languages

English



Intermediate (B1)

Hindi



Bilingual or Proficient (C2)

Achievement

Awarded 'Colleague of the Month' in April 2022 in recognition of outstanding performance, teamwork, and dedication to organizational goals.