

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)
- Tally ERP 9 – Accounting & Financial Entries
- Payment Systems & Financial Operations
- 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%

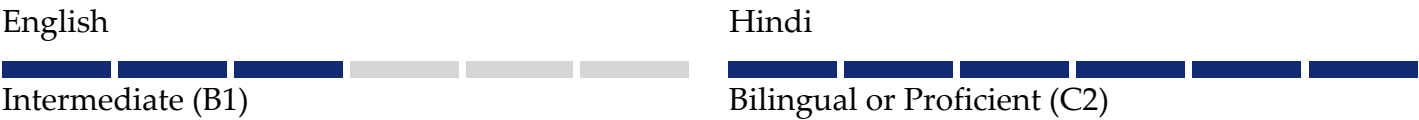
Higher Secondary Certificate: 01/2018
Tolani College of Commerce - Mumbai, India
GPA: 69%

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



Achievement

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