**Resume**

# Shobhith Rai Budaloor

Address: Near Labib Trading and Contracting L.L.C Muscat, Oman

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# Career Objective

To shape a career and to work with an organization providing challenging work environment to prove and enhance my skills, so that I scale up the ladder of success.

# Academic Qualification

MBA in Financial Management

Vivekananda College of Engineering and Technology, Puttur (Affiliated to Visveswaraya Technical University) - 2012.

Bachelor of Business Management

Sri Dharmastala Manjunatheshwara College, Ujire (Affiliated to Mangalore University) - 2010.

# Project Work

Company- Bharath Agrovet Industries, Mangalore Project Topic – Inventory Management

# IT Skills

Proficient user of Microsoft Excel

Working experience of Tally.erp 9 Accounting Package

# Employment History

1. **Executive** at DEXTROUS INC (Indirect Tax Consulting Company), Bangalore (July 2016 to Present)

# Responsibilities:

* EPCG License Documentation
* Duty Drawback Documentation
* MEIS & SEIS Documentation
* Advance License Documentation, Tracking and DGFT Liasoning
* Tracking Departments for Govt Incentives for Import/Export
* Categorize Shipments as per Tariff Coding System
* Tracking Shipment Status, Bill of Entry, follow-up with CHA and Transport
* Submission of relevant documents to Customs, DGFT, Excise Departments

1. **Accounts Assistant** at Bharath Agrovet Industries (Poultry Company), Mangalore (July 2012 to June 2016)

# Responsibilities:

* Invoicing, Book Keeping, Petty Cash Handling
* Preparing expense forms and requests for payment
* Weekly, monthly accounting reports, Assisting External Auditors
* Maintained fixed asset depreciation schedules, Bank Reconciliation
* Poultry Retail Division Sales Management

# Accounts Receivable

* Payment Follow up, Meetings with the customers about overdue receivable
* Resolving the issues causing delayed payments.
* Holding Weekly cash call meetings with sales team
* Issuing Aging reports to the sales team and constant follow up

# Accounts Payable

* Maintaining the data base for Supplier
* Paperwork for getting services and products on Credit basis
* Organizing Purchase Orders with the procurement dept.
* Prioritizing payment based on aging and getting management approval
* Reconciliation with the customer`s books of accounts
* Making payments

# Languages Known

English, Hindi, Kannada, Tulu

**Hobbies**: Reading, Music

# Strengths

* Able to prioritize individual workloads according to deadlines, Multi-Tasking
* Able to work as part of a team or individually
* Excellent customer service & communication skills
* Ability to Work under pressure

# Extra Curricular Activities

* Participated in Intercollegiate Fest and Presentations
* Participated and won University level Ball Badminton Tournament and open tournaments

**Personal Details** Nationality: Indian Passport No - K2698455 Date of Birth- 15 May 1990 Marital Status – Single Skype Id: shobhith.rai

# Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

Place: Muscat, Oman

Date: Shobhith Rai Budaloor