



RIDHIBAROT

OPERATIONS EXECUTIVE

ABOUT ME

A highly concentrated and easily adaptable person who has handled business and finance operations. Quick learner possessing strong written and verbal communication. A get to go person who can work individually and can also work with a team. Multitasking and Result oriented.

EXPERIENCE

Finance Operations Associate 2023-Till date Envision Scientific/Concept Medical

- Prepare, verify and carry out invoicing via electronic processing and reporting activities according to specific deadlines for an assigned portfolio of accounts.
- Balance Client Relations.
- Reconciliation of accounts
- Keep up to date with the progression of contracts with respect to invoicing units.
- Interacts Closely with the revenue team to ensure timely billing and investigate discrepancies on assigned clients
- Investigate and resolve customer queries
- Creation of Account of New Business Customer
- Working in compliance of Sales and Logistic Operations.

Business Operations Coordinator 2019/2020 Kc overseas/Columbus Evolve

- Understand aspirations, interests and background of students, Conduct detailed profile assessment of students interested in studying in the international universities.
- Advises/Counsels students regarding courses, universities/colleges in various countries, admission requirements, fee structure, scholarships etc, and assist in shortlisting courses and universities that fit the students profile.
- Responsible for completing the application process for the student with the universities/colleges. Coordinate with internal and external stakeholders, as may be required, for timely submission and follow-up
- Assist students with the process for arranging travel and finances, as may be required.
- Advise students in resolving their queries and other problems, that may arise in the application and joining process.
- Responsible for maintaining all information/documents and updating systems, as required.
- Network with a range of stakeholders-with universities, partners/associates etc, Maintain relationships with peers at universities/colleges.
- Actively contribute to promoting KC in various forums. Advocate KC well-established relationship offerings
- Handled operations of countries - Canada, Australia, UK, New Zealand

LANGUAGE

English



Hindi



Gujrati



HOBBIES

Listening Music

Travelling

Capturing Moments

Managing Events

CONTACT

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EDUCATION

POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT

University of Mumbai | 2020-2021 77.62%

MASTERS OF COMMERCE (ACCOUNTANCY)

University of Mumbai | 2018-2020 58.62%

BACHELORS OF ACCOUNTING AND FINANCE

University of Mumbai | 2011-2014 73.04%

ACHIEVEMENTS

- Certificates for handwriting and Elocution Competition
- Certificates and Trophies for scoring good Academic scores

SKILLS

- Financial Analysis
- Result oriented
- Accounting
- Accuracy
- Team Work
- Data analysis
- Microsoft Word
- SAP
- Communication
- Ability to Work Under Pressure
- Time Management
- Conflict resolution
- Leadership
- Adaptability
- Decision Making