

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 Agrovat 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

2) Accounts Assistant at Bharath Agrovvet 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.raii

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