

ROHIT SYLVESTER HARIDAS



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LINKEDIN

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OBJECTIVE

Seeking a mid – senior level position in an organization of repute and effectively contribute to the best of my abilities.

ABOUT ME

My strengths include good written and verbal communication skills in English and a passion for IT and technology. I have a focus on Analytics and Business Intelligence with a strong knowledge of databases and MIS reporting. I am ready to be trained in new skills, especially those related to technological knowhow.

PROFILE

Date Of Birth – 14th October 1991

Visa Status – Employment

Visa Expiry – April 2024

UAE Driver's License – Valid

Profession – Accountant & ERP Admin/Developer

Certification – Graduate in Commerce and IT

EXPERIENCE

PLAYSMART FZC – HAMRIYAH FREE ZONE, UAE

April 2017 – Present

1. ERP Administration Activities

- Successfully implemented Pact ERP within 6 months.
- Administrator of PACT Revenue ERP within the organization.
- Designed the flow of documentation as required by the business for all departments of the organization. (Sales, Purchase, Finance, HR, Logistics and MIS)
- Building & Customization of reports within the software.
- Creating workflows for approvals.
- Customization of Documents (Forms) such as adding fields, calculations, approvals and the like.
- Customizing the Master Forms for all Modules such as Product Master, Receivables and Payables Master, Ledgers etc.
- Uploading Data into the masters for creation of new elements.
- Designed Dashboards for each department based on requirements.

2. MIS Development Activities

- Automated MIS & KPI reports that are updated automatically.
- Created Order-to-Delivery tracking system.
- Developed Inventory Taking application for quickly counting annual inventory.
- Customized Invoice format in Tally for Multiple companies.
- Enhanced Logistics process of invoicing by introducing better document flow.
- Developed automatic customs invoice application that accurately gathers FOB rate in the customs invoice to mitigate fines.
- Developed and customized various documents & reports in Tally ERP.
- Accurately filling datasheet for Disney Royalty submission.

SKILLS

- MS Excel – Intermediate
- MS Access (2021) – Developer
- Tally ERP 9– Admin Level
- Tally Developer 9- Developer
- Pact Revenue ERP – Admin Level
- Sage ERP 2001 – Admin Level
- Opera ERP for Hotels – User Level
- Zoho CRM – Admin Level
- Power BI – Intermediate
- Visual Basic – Intermediate
- Adobe Photoshop – Novice
- Adobe Premiere – Intermediate
- Web Design – Front End Dev.

DATABASE MODULES DEVELOPED USING MS ACCESS & VBA

Sales Order/Delivery tracking module

- Track Orders & Deliveries
- Automatically prepare:-
- Invoices
- Outstanding Order reports
- Tabulation by customer
- Tabulation by product
- Monthly Invoice report
- Statement of accounts
- Track Product & Customer History

HR Database

- Keep track of all employee details
- Track attendance records
- Track training schedule
- Track visa status
- Easy search & filter options

POD Tracker App

- Integrating Tally Back End with MS Access to produce POD Tracking of Sales Order Vs. Sales Invoices

Inventory Stock Take Database

- Easy counting of inventory
- Seamless integration with Tally ERP/ Pact
- Ability to Display inventory by location
- Ability to display reserved stock
- Get Variance report at the click of a button
- Get an updated Master report ready to upload into Tally/Pact

3. E-Commerce Account Management

- Setting up Seller Accounts for Amazon (Seller Flex & Vendor Central), Noon Ecommerce, Sharaf DG Market Place and Carrefour Marketplace.
- Trained in each of the above Onboarding Processes.
- Familiar with the SKU creation interface of all E-commerce Platforms.
- Running ad campaigns & promotions to increase the visibility of the business at a brand level as well as at an SKU level.
- Maintained continuous inventory of goods on Amazon FBA warehouse to ensure maximum customer visibility.

4. Financial Activities

- Preparing SOA for accounts receivable and payable.
- Handling petty cash.
- Maintaining employee masters.
- Preparing submittal for employee's insurance.
- Preparing Quarterly VAT reports.
- Conducting Annual Inventory.
- Reconciliation of Stock in ERP.
- Raising Purchase Orders.
- Creating GRN upon arrival of stock.
- Creating & Updating Stock Item Masters.
- Preparing Attendance reports from biometric machine data.
- Processing Monthly Payroll Reports.

EUROFLOW FZE – SAIF ZONE, UAE

July 2014 – February 2017

1. Sales Activities

- Handling Sales documentation and data entry.
- Preparing Quotations, Invoicing, Warehouse documentation and Delivery Notes.
- Co-Ordinate with transporters, customers and internal departments for smooth deliveries.
- Preparing and Organizing documentation for Customs Bill Of Entry (Import & Export).
- Preparing and Organizing documents for Certificate of Origin where required.
- Preparing and submitting of all necessary Sales Reports.

2. Quality Auditor Activities

- Appointed as the Management Representative.
- Implementation of Quality System in the organization for ISO 9001:2008 certification.
- Responsible for scheduling and conducting quality audits.
- Assisting HR to conduct Job Orientation for new candidates.
- Introducing new employees to Quality System of the company.



CAPITAL HOTEL APARTMENTS – AJMAN, UAE

Feb 2014

- Completed 3 months working as a Receptionist.
- Trained in Opera Hotel Management Systems
- Performing usual Check in / Check out of guests. Cashiering functions.
- Night auditing.

SALESMAN AT REYNOLDS & COMPANY

Jun 2012 – Dec 2012

- Completed 6 months internship.
- Promoting Sales.
- Demonstrating instruments for customers
- Assisting with planning, installation and de-installation of equipment.

EDUCATION

ST. XAVIER'S COLLEGE, KOLKATA, WB, INDIA

2010 – 2013

Bachelor of Commerce Candidate

Specialization: Marketing & IT

ST. SEBASTIAN'S SCHOOL, KOLKATA

2006-2010

Commerce Stream

ISCE Board & ISC Board

