

---

# ROHIT SYLVESTER HARIDAS

---



ROHITHARIDAS91@GMAIL.COM



+971 50 960 5385



LINKEDIN

[www.linkedin.com/in/rohit-s-haridas](http://www.linkedin.com/in/rohit-s-haridas)

---

## 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 – 14<sup>th</sup> 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

