

# Sitaraman Rajaram

PGDM - Finance

Objectives are to start my professional career with a renowned and prestigious institution with a motive of learning to undertake challenging opportunities and to work for the growth of organisation.



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B-703, Integrated Kamal Spaces,  
Link Road, Mulund - West,  
Mumbai - 400080, Mumbai, India



29 April, 1994

## SKILLS

MS Excel

Tally ERP 9

MS Word

MS PowerPoint

## LANGUAGES

English

*Native or Bilingual Proficiency*

Hindi

*Native or Bilingual Proficiency*

Marathi

*Native or Bilingual Proficiency*

Tamil

*Full Professional Proficiency*

## INTERESTS

Culturally enriched

Social services

## WORK EXPERIENCE

### Accounts Intern

F R Ratnagar and Company Private Limited

02/2019 – 02/2020 Mumbai, India *Achievements/Tasks*

- Maintaining accounts in ERP 9 Software, Handling of Currency Futures Department,
- Monthly reporting to Stock Exchanges:- NSE, BSE & MSEI and Analysing Financial statements

### Accounts and Admin Executive

Arjohuntleigh Healthcare India Pvt. Ltd

09/2017 – 01/2019 Mumbai, India *Achievements/Tasks*

- Monthly invoicing to hospitals on the basis of their usage of our company products, Maintaining stock records of equipment's voluming to more than 1,00,000 systems, Inter branch stock accounting and financial accounting valuing Rs.10,00,000 plus, Preparation of MIS & suggestions on the same and Monthly meetings with managers for value additions and customer feedback.

### Accounts Assistant

Jai Hind Oil Mills Company Pvt. Ltd

11/2015 – 09/2017

*Achievements/Tasks*

- Maintaining accounts in ERP 9 software having turnover of Rs.1 crore, Assisting and maintaining tax related documents and Handling day to day cash accounting amounting to Rs.50,000 average every week.

## EDUCATION

### PGDM - Finance

Sir M Visveswaraya Institute of Management Studies & Research, Mumbai

06/2018 – 06/2020

*A Grade*

### M. com - Business Management

Mulund College of Commerce (Mumbai University)

06/2015 – 04/2017

*A Grade*

### B. com

Mulund College of Commerce (Mumbai University)

06/2012 – 04/2015

*A Grade*

## ACHIEVEMENTS

Leadership Training Program (LTP) of NSS unit