

ANKIT MAITY

Accountant with 3.5+yrs experience

Medical Transcriptionist with 3.5+yrs experience

Contacts:

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Key Skills:

- Financial statements & reporting.
- Accounting receivable & payable.
- Internal Auditing.
- Medical billing in hospitals software.
- Planning.
- Medical reporting (IPD/OPD).
- Knowledge of VAT.

Work Experience

K.P.M.H & Co – Accountant

(Ranchi, India)

Apr 2017 – Nov 2018

- Reporting to CA.
- Handling journal and ledger and day to entries.
- Handling petty cash.
- Preparing financial statements.
- Check supplier invoices and maintain on monthly basis.
- Maintain bills and invoice record in files day to day.

Singhal Enterprises – Site Accountant

Nov 2018 – Nov 2019

(Ranchi, India)

- Reporting to Senior Accountant Manager.
- Preparing financial statements, MIS Report and bank reconciliation statement.
- Handling journal and ledger and day to day entries.
- Maintain and invoice record in files day to day.
- Handling cash/bank payment.
- Check supplier loading and unloading materials.
- Handling collection and payments.
- Make salary sheet of employees.

Orchid Medical Centre – Medical Transcriptionist

Nov 2019 – Mar 2021

(Ranchi, India)

- Reporting to Operation Manager.
- Transcribe medical reports (OP/IP) X-ray, CT and Ultrasound, discharge summaries, Lab reports, office visit notes and medical document from recorded messages and offline from health care.
- Provide copies of transcribed documents to physicians or other for review and signature making connections or changes as noted.
- Create templates and enter data into health management system (HMS) for updated record keeping.

Pulse Superspeciality Hospital – Medical Transcriptionist

Jan 2022 – Nov 2022

(Ranchi, India)

- Reporting to Operation manager.
- Transcribe medical reports (OP/IP) X-ray, CT and Ultrasound, discharge summaries and medical document from recorded messages and face to face reporting from health care.

- Provide copies of transcribed documents to physicians or other for review and signature making connections or changes as noted.
- Create templates and enter data into electric health record (EHR) for updated record keeping.
- Review transcription documents for quality assurance and precision to spot and correct any errors that could impact patient care and medical liability.

R.R IMAGING – Accountant cum Medical Transcriptionist

Nov 2022 – May 2024

(Ranchi, India)

- Reporting to director and CA.
- Transcribe medical reports (OP/IP) X-ray, CT and Ultrasound, medical document from recorded messages and face to face reporting from health care.
- Provide copies of transcribed documents to physicians or other for review and signature making connections or changes as noted.
- Review transcription documents for quality assurance and precision to spot and correct any errors that could impact patient care and medical liability.
- Handling journal and ledger and bank entries.
- Handling collections cash/bank and cheque payment.
- Preparing financial statements and auditors requirements.
- Check supplier invoices and maintain on monthly basis.
- Maintain bills and invoices record in files on monthly basis.
- Making salary sheet of employees.

Education Qualifications

- **Master (M.com) – Doranda College, Ranchi (Jharkhand) -2020-2022.**
- **Graduation (B.com) - Doranda College, Ranchi (Jharkhand) – 2017-2020.**
- **Intermediate (I.com) - P.K Roy Memorial College, Dhanbad (Jharkhand)- 2015 - 2017.**
- **Matriculation - ST, Mary's Day school, Gomoh (Jharkhand) -2015.**

Computer And Accounting Software

- MS office (Excel, Word)
- Tally ERP9/ Prime
- **Hospitality software** (HMS/ JSPL & EHR).

Personal Details

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|------------------------|------------------------------------|
| Date of Birth: | 15th August 2000 |
| Nationality: | Indian |
| Language Known: | English & Hindi. |
| Gender: | Male. |

Declaration

I hearby declare that above information is correct to the best of my knowledge and belief.