



SANDEEP AYYAPPAN

Seeking a good career and holding a responsible position in the reputed organization and ensure credible performance to work towards exceeding the set goals contributes for the organization.



abthsan@gmail.com



+971 50 817 3011



Sharjah, United Arab
Emirates

SKILLS

Written and spoken
communication

Point of Sales Terminal

Hard working, Sincere
and Dedicated

excellent
communication skills

Time Management.

Quick learner and
interpersonal skills

Route distance
calculations

Teamwork

Good listener

EDUCATION

KERALA HIGHER SECONDARY EXAMINATION.

Pluse Two , Kerala, India

PROFESSIONAL EXPERIENCE

ARMC AEGIS HOSPITAL – KERALA, INDIA.

Billing Executive (IP, OP, Front Office-Store in charge) 3 Years

NEW RBM ENTERPRICES – KERALA, INDIA

Marketing executive – May 2017 – Mar 2018

Achievements/Tasks

- Assume the responsibility of receiving and sorting incoming payments with attention to credibility.
- Manage the status of accounts and balances and identify inconsistencies.
- Issue and post bills, receipts and invoices.
- Check the validity of debit accounts.
- Update accounts receivable database with new accounts or missed payments.
- Ensure all clients remain informed on their outstanding debts and deadlines.
- Provide solutions to any relative problems of clients.
- Write thorough reports on billing activity with clear and reliable data.
- Comfortable dealing with numbers and the processing of financial information.

TECHNICAL QUALIFICATION

DIFA – Diploma in Indian& Foreign Account

Microsoft Word, Excel, PowerPoint,

LANGUAGES

English,Hindi, Malayalam,

PERSONAL DETAILS

Nationality: Indian

Marital Status: Single

Passprt No: U0601000

Employment Visa