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Core Competencies

1. Auditing and Accounting Management
2. Fund Management and Transfer (AR and AP)
3. Cheque Inward and outward Clearance
4. Bank Reconciliation and Finalization
5. Cost Control and Revenue Loss Management
6. Problem Identification and solution skills

Education

Master of Business Administration

- Post Graduate from University of Kerala 2013.

Bachelor of Business Administration

- Graduate from University of Calicut, Kerala, 2011

✚ **Summary**

Focused professional with 6 years of experience in Audit and Accounts. Aiming to leverage my proven experience in Accounting, Auditing and Financial Reporting. Looking for an opportunity to join an organization to achieve Organizational objectives, potential growth and advancement.

✚ **Career Highlights**

1. Produce financial reports (in liaison with accounting dept), identifying current trends and evaluating variances.
2. Establish various courses of action for **recovering/compacting** against revenue losses.
3. Verification of cash inflows and outflows to ensure that all systems and business process are well controlled and protected.
4. **Research and resolve** all discrepancies of shortage, price differences and other variances.
5. **Execution** of internal and operational audits across hospitals, medical centers to ensure that all systems and business processes are well controlled and protected.
6. Insightful knowledge in **preparing and analyzing audit records**, monthly collection closures, effectively administered **accounts payables (AP)** and **accounts receivables (AR)** processes' and managed vendor/supplier relations.
7. Ensure all the **accounts payable transactions** are properly accounted by selecting the appropriate ledger accounts (expense, inter-company, prepayment, advance, accrual)
8. Ensure all the **received invoices** are approved for payment and related supporting documents are correct and complete.
9. Identified Aged Stock/products and initiated **recovery action plan** in order to curb the losses.
10. Proposed **profit & operational improvement** based on audit findings.

Professional Certification

- Certification Course Accredited under CIMA
- NSE (National Stock Exchange) trading for Financial Market, NCFM-2014.
- MS Excel 2013-course certification

Professional Membership

- NSE (National Stock Exchange)

Computer Skills

- Accounting Software Tally ERP9, Microsoft Dynamics, ODDO, Oracle R12
- Audit Software- (proficient in Hospital Software) MediaWorks, Palash, FUJI, C-Track.
- HR Software- Leto HRMS

Language Skills

- English, Malayalam, Hindi

Personal attributes

- Self-confident and motivated to take up challenging assignments.
- Ability to adapt myself into diverse environments

12. Undertook **cost savings initiative** and cash discounts from suppliers and follow up with suppliers to clear all outstanding balances.
13. Updating the senior management with monthly reports, meeting deadline and helping the management to decide on various levels of commitment.

❖ Work Experience

Internal Audit Assistant (Accounts Dept) Al Ahalia Hospital, UAE (Jan 2015-Nov 2020)

Al Ahalia Hospital (A JCI Accredited Hospital under Al Ahalia Medical Group, located in Abu Dhabi, UAE is a conglomerate serving humankind across UAE with 3-multi specialty hospitals, 20 medical centers and 35 pharmacies. Other services also include exchange houses and educational institutions in UAE.

Duties & Responsibilities:

1. Responsible for conducting and leading **financial & operational internal audit & accounts** functions across hospitals, medical centers' and Optical under Ahalia Medical Group.
2. Verification of **cash book, daily cash collection & credit card sales** and accounting of the same.
3. Preparing **financial audit** using bank reconciliation, inventory records, cash/credit receivables/payables and cross checking through tally.
4. Verification of various **income & expenditure** of hospital and medical center's received & payment on the accounting period.
5. Conducting **comprehensive inventory review** in store & implement actions for proper inventory control level and suggest the improvement for inventory effectiveness.
6. **Preparing financial analysis and review report** of hospital and medical centers' (growth aspects)
7. Preparing statement like **ageing reports** of suppliers, consolidated Income analysis report & follow up with insurance companies regarding outstanding payments.
8. Checking statutory license renewal-civil defense, HAAD, trade license, insurance, staff premium etc.
9. Review of purchase **order, credit note, LPO and GRN, LPO with proper intent and rate**, checking approved price list and proper negotiation.
10. Incentive calculation of staff and conducting monthly performance

Personnel Details

- Marital Status: Married
- Date of Birth: 12/03/1990
- Immediate
- Visa Status:
Employment visa

References

Available on request

reports of units.

11. Submission of monthly internal audit reports, action plans, findings and action, preventive measures reported to the management.
12. Verification of supplier ledger accounts against invoices and amount paid.
13. Handling petty cash of medical group & monitoring petty cash payments from all peripheral medical Centers & pharmacies under the whole medical group.
14. **Evaluation and assessment** of audit software, final review submission and discussion with senior level management.

INSURANCE AUDIT

1. Rectify errors in insurance bills and verify claim status through software & verification of insurance reconciliation.
2. Checking insurance network coverage, E claims, non-submission, rejection, claim summary report, amount verification of Insurance etc.
3. Update the status of insurance claims revenue, pending and assist with receivables dept to collect the amount.
4. Monitoring of receivables and debt recovery areas of insurance and billing.

Other responsibilities-

1. Verify final settlement details for staff resigning, active list, gratuity calculation, ESB settlement updating.
2. Coordinate with HR dept for adding & deletion of MMIP (Dept. of Health (DOH), deduction & additions in payroll.