

## **CURRICULUM VITAE**

**ASWIN CHULLIVALAPPIL MURALI**

**No-704  
B-Block, Ahalia Hospital  
Hamdan Street  
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UAE**

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### **Summary**

Assisting an organization to ensure its financial objectives and identify the areas for improvement for the internal cost control efficiency and risk reduction.

### **Current Job Position: Internal Audit Assistant& Insurance Ahalia Hospital, Abudhabi & Mussafah (2015 to Present)**

#### **Duties & Responsibilities:**

Planning and assisting internal audit functions in Hospitals , Optical and medical centers across UAE. Investigate occurrences of fraud, embezzlement, theft, waste and recommend controls to prevent such occurrences.

Checking Stock Verification and inspection of materials in the hospital and medical centre's.

Preparing monthly internal audit reports and submits to management.

Checking and verify reconciliation of Bank statement, receivable transactions, including cash, cheque, credit/ debit cards.

Verify proper controls are in place inventory management, distribution, sales and checking the goods with GRN , LPOs at the time of stock receipts.

Control Revenue losses& Cost Controlling

Verification of Receivables & Payment entries in Tally Erp.

Coordinate with HR dept for adding & deletion of MMIP (Dept.of Health(DOH)).

Preparing list of staff resignation every month, Active list, ESB settlement updating, staff cash deductions etc.

Checking the Insurance renewal, Staff premium audit etc

#### **INSURANCE AUDITING**

Identifying and rectifying errors in Insurance bills generated in the hospital.

Verify whether the claims are submit properly to Insurance companies through the C-track software .

Checking E claims, pre-authorization, Non submission, Rejection , E claim amount verification of Insurance etc.

Update the status of insurance claims revenue, pending and assist with Receivables Dept to collect the amount.

## **Previous Job Experience: Sales Associate. L&t Finance,India (2013 Nov-2014 Sept)**

### **Duties & Responsibilities:**

Meeting the sales of the company, achieving the target provided.

Maintain good relationship with dealership,

Analyze the competitor's policies in the market.

Offering assistance, providing suggestion, product information & financial schemes to the customers.

### **Academic Education**

2011-2013: Master of Business Administration at Institute of Management in Kerala (IMK), Specialization -Finance, University of Kerala, India

2008 -2011: Bachelor of Business Administration at Sri.C.Acutha Menon College, Univerisity of Calicut, Kerala, India

### **Certificate**

Pass the National Stock Exchange INDIA (NSE), exam for trading Financial Market (NCFM-Capital Market-2014).

### **Membership of Professional Bodies**

NSE (National Stock Exchange) NCCMP Membership (NSE Certified Capital Market Professional)

### **Personal Strength**

Good analytical skills, Willingness to learn, problem solving, Ability to adapt in diverse situations.

### **Hobbies and Interest**

Reading, Music, Football, Cricket

### **Computer Applications**

Tally ERP9, Microsoft Dynamics, Leto Hrms, Mediworks, Palash, Microsoft Word, PowerPoint, Excel, Adobe Acrobat.

### **Languages**

English: Speaking &Writing

Malayalam: Mother Tongue

Hindi : Intermediate Level

### **Reference**

Mr Sandeep PR

Faculty-IMK (Institute of Management in Kerala) Alappuzha

University of Kerala, India

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