

Rojith MR

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Professional Summary

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

Experience

INSURANCE COORDINATOR CUM ASSISTANT ACCOUNTANT | 11/2019 - Current

ASHTREE POLYCLINIC LLC Burdubai, Dubai U.A.E - Burdubai, United Arab Emirates

- Create and send invoices to customer for payments
- Monitor accounts to ensure payments are upto date
- Organize and review all petty cash checks to supervisors
- Perform other related duties as may be assigned
- Handle insurance related services
- Obtain Prior authorizations from respective insurance providers for Healthcare services in the clinic
- Verify insurance eligibility and coverage for patients
- Provide quality customer services to members, providers, and other insurance companies
- Acquire specific CPT and ICD codes to ensure proper treatment and billing of all detailed procedures
- Provide insurance companies with requested documentations
- Assist billing department with any denied claims when needed
- Determine insurance compatibility with healthcare provider programs
- Collaborate with patients insurance companies and other internal staff to wide variety of health insurance matters

AUDIT ASSISTANT, MONITOR | 10/2017 - 03/2019

VNV Tax Solutions Pvt. Ltd - India

- And analyze the financial reports of a company
- Preparing financial reports, ensuring compliance with tax regulations, and identifying financial strengths and weaknesses
- Understanding of the tax code to help their employers or clients comply with their industry's specific tax regulations
- Execute audit assistant functions to check the accuracy of accounting systems and procedures
- Review, assess and recommend changes in accounting systems and controls of a business unit
- Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy
- Check, inspect and reconcile bank deposits and payments
- Check all accounting and clients' databases are updated and functioning properly
- Study, inspect and assess, budgets, balance sheets and other related financial statements and records
- Review and recommend changes in internal audit controls
- Check and verify accounting books and records are in conformity with industry practices and corporate policies.

FINANCIAL CONSULTANT | 04/2012 - 12/2012

HDFC Life Insurance - India

- Plan financial futures by offering information and guidance on topics that include taxes, investments and insurance decisions
- Assess company's financial status
- Analyze investment plans

- Source and evaluate capital expansion options, including loans and funding
- Advise on selling and buying stocks and bonds
- Forecast revenues and costs and report any discrepancies
- Analyze market trends and identify risks and opportunities
- Manage current and future tax payments
- Monitor financial procedures and ensure compliance with the law
- Provide solutions and set goals to increase profitability
- Review day-to-day transactions to identify areas of improvement.

Skills

- MS Office
- Tally Erp 9
- VAT Return Filing
- Produced reports and made changes with the results in mind
- Evaluated accounts and business plans
- Built and maintained strong client relationships

Education

Annamalai University - Chennai, India | MBA

Finance, 2018

Vidhyaniketan Institute of Managment - Cochin, India | B.com

Finance and Taxation, 2016

Languages

- English, Hindi and Malayalam

Accomplishments

- Exceeded monthly targets
- Used financial forecasting to reduce risks

Languages

Malayalam: First Language

English:

B1

Intermediate

Hindi:

B1

Intermediate