



# THASNEEM PM

Detail-oriented Billing Executive with a strong background in accounts receivable, seeking to leverage expertise in accurate billing, timely invoicing, and client relations to contribute to the financial efficiency of a growing organization.

## GET IN TOUCH

+971 501507420

thasnipm1994@gmail.com

## KEY SKILLS

- Tally
- SAP
- QuickBooks
- MS Office

## LANGUAGES

- English
- Malayalam

## PERSONAL INFORMATION

- Date of birth: 28th Sep 1994
- Gender: Female
- Nationality: India
- Marital status: Married
- Visa: Husband Visa
- Current place: Sharjah, UAE

## EXPERTISE

- Professional Account Books Writing
- GST Concepts and Online Filing
- Projects Accounting in Tally Prime
- Microsoft Excel Accounting Projects
- QuickBooks
- Busy Business Accounting
- SAP Business One
- Gulf VAT Concepts & Online Filing
- Gulf Accounting Special Projects

## EXPERIENCE

### Accounting Trainee

**Shaji Associates** - Kozhikode, Kerala, India

- 12/2023 - 06/2024
- Prepare, verify, and maintain financial records via accounting software.
  - Assist in preparing monthly, quarterly, and annual financial reports.
  - Monitor and manage expense reports.
  - Reconcile bank statements, accounts payable, and receivable
  - Ensure tax filings and other financial obligations are accurate.

### Billing Executive / Front Office

**Rivershore Hospital** - Calicut, Kerala, India

- 08/2023 - 12/2023
- Prepare accurate bills and invoices for services rendered or products sold
  - Ensure bills are processed in a timely manner
  - Collect payments, issue receipts, and manage any related transactions
  - Update and maintain billing records, ensuring all information is current and accessible
  - Serve as the first point of contact for guests, clients, or visitors
  - Answer phone calls, emails, and other forms of communication
  - Provide accurate information about services, products, or business hours

### Billing / Front office Executive

**KIMS Hospital** - Calicut, Kerala, India

- 06/2023 - 08/2023
- Prepare, verify, and send invoices to clients, ensuring accuracy in pricing, discounts, and terms
  - Monitor outstanding balances, follow up on overdue payments, and manage collections while maintaining strong client relationships
  - Act as the main point of contact for assigned clients
  - Generate, review, and send accurate invoices to clients based on agreed-upon terms

## EDUCATION

01/2024

### POST GRADUATE DIPLOMA INDIAN & FOREIGN ACCOUNTING

**Institute of Professional Accountant** - Calicut, Kerala

01/2023

### CERTIFICATION HOSPITAL ADMINISTRATION

**International School of Skill development** - Kochi, Kerala

01/2015

### BACHELOR OF ARTS ECONOMICS

**Calicut University**