



ALEENA PHILIPOSE

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Aleearino333@gmail.com

Languages

1. English (IELTS Score 7)
2. Hindi
3. Malayalam
4. Tamil

Education

- M.COM (Finance) M G University.
- Diploma In Indian and Foreign A/C
- Tally ERP 9
- Ms Office

Visa Status

Husband Visa

Personal details

- DOB - 14/06/1992
- Nationality - India
- Marital Status - Married
- Availability - Immediate

PROFILE

Driven accountant with four years of experience specializing in accounting, auditing, budgeting, and payroll for diverse organization, knowledge of Generally Accepted Accounting Principles and practices. Fosters transparency, understanding, and ownership of financial reports and financial and operational metrics across the organization a thorough knowledge of applicable laws, regulations, and external reporting. highly analytical, effective communicator, adaptable, fast learning, result-driven, skilled, and working quickly and accurately under tight deadlines. Extensive knowledge of Excel and Accounting software.

EXPERIENCE

Assistant professor-Mar Ivanios College Kerala Sep 2021 to Sep 2022

- Conducting lectures and tutorials for undergraduate and postgraduate students
- Conducting seminars, supervising students in their projects and assignment
- Evaluated the Students individually to identify areas of difficulties
- Ensure completion of the assigned syllabus within the time frame given.

Assistant Accountant -DMD care Technical Services-Dubai 2019 Oct to 2020 May

- Preparing and entering journal entries into Tally ERP 9 accounting system.
- Handled daily A/P processes, managed vendors/supplier relations and oversaw the timely, accurate processing of invoices, purchase orders, petty cash, credit memos and payment transactions.
- Follow-up of Accounting Receivables and processing, inventory control, preparation of payroll.
- Responsible for timely monthly and annual closing by performing journal entries and reconciliations.
- Conducting meetings to integrate activities, communicate issues, obtain approvals, resolve problems and maintain a specified level of knowledge pertaining to new developments, requirements, policies, and regulatory guidelines.
- Invoicing, coding and processing invoice data, Bank Reconciliation
- Purchase order preparation and other supplier transactions.
- Assist the department in the account reconciliation process and other administrative jobs

Assistant Accountant-Central Engineering Institute Kerala –Jan 2018 to May 2019

- Accounts payable and duties including receipt of invoices, coding for appropriate expense disbursement, data entry.
- Provide accounting and Clerical support to accounting department
- Preparing and maintenance of accounting documents and records
- Coordinating the requests and distribution of certificates of insurance.
- Other administration tasks

Administration Department –Pushpagiri Medical College Kerala Aug2016-Dec 2017

- Preparing invoices of the patients and verifying
- Book appointments over phone as well as through walk ins
- Schedule patients admissions and their eligibility for health services
- Help in Registration form and insurance form completion
- Ask about problem of the patient and refer to the concerned Doctor for check up
- Answering calls and routing to the concerned department /department as per the query
- Ensure all standard protocols set by the organization are maintained
- Sending and checking emails to the authorities, ensuring proper action is taken
- Check with the insurance coordinator about the packages covered and which require approvals
- Checking of bills receivable from the government and tallying them with the Hospital bill
- Keeping detailed records of medical and invoices of patients for future reference
- Coordinating work schedules for care providers and other employees.

Declaration

I Solemnly declare that the information stated above is true and correct to the best of my belief