**DILNA** 

**Email**:**DILNA.350439@2freemail.com**

**CAREER SUMMARY**

To be associated with the organization that can provide me a dynamic work sphere to extract my inherent skills, make use of my knowledge in finance, accounts and my attitude towards achievement of organizational objectives and to accumulate knowledge in professional environment.

# CAREER HISTORY

ADVANCED MEDICAL CARE CENTER, Al Quoz, Dubai  **14-07-2014 – 20-08-2015**

**Asst. Accountant**

THAI GROUP OF COMPANIES, Calicut, Kerala, India  **01-04-2011 – 5-11-2013**

**General Accountant & Secretary to the Managing Director**

UNITED COLOURS OF BENITON, Calicut, Kerala, India  **10-09-2009- 30-03-2011**

 **Accountant**

CLUB MAHENDRA, Munnar, Kerala , India **05-03-2009- 30-08-2009**

**Junior Accountant (Income) (Training)**

TAJ RESIDENCY, Cochin, Kerala, India **10-09-2008 – 28-02-2009**

**Guest Relations (Training)**

# EDUCATION

* **MBA** (Finance), Bharathiar University,
* **P D C F A**, Regional IIT Govt of Kerala, (Tally Accounting & Peachtree).
* **BTEC-HNC** from Frankfinn Institute of Airhostess training (Aviation, Hospitality & Travel management).
* **B.com** from M E S Women’s College Calicut,(Commerce)
* **Higher Secondary** from Govt Ganapath Higher Secondary School (science).

# JOB PROFILE

* To receive and process all invoices, expense forms and requests for payment
* To maintain and reconcile the Direct Debit mandates.
* To deal with daily transactions for the petty cash and ensure that reconciliations are completed on weekly basis. To ensure all filing is done in a timely and accurate manner.
* Prepare cheques for payment.
* Accounting for health care organization
* Accountable for accounts receivables, insurance verification, claims, including CDT coding
* Obtained proper notifications and authorizations to ensure coverage of patients procedures
* Oversaw the Insurance Group and monitored property, liability and title insurance.

**JOB DISCRIPTION**

Prepares asset, liability, and capital account entries by compiling and analyzing account information. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. Substantiates financial transactions by auditing documents.

### JOB RESPOSIBILITIES

* Verifying financial data and maintain accurate records.
* Collect on accounts by sending invoice reminders and communication with customers via phone, email, fax or mail.
* Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals; preparing reports.
* Generate monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts receivable activity.
* Supporting monetary transactions. Resolving accounting issues. Process bills, checks, receipts and other documents.
* Ensure all documents are properly signed and distributed.
* Monitor financial transactions. Enter data and maintain updated records.
* Report the status of accounts and discrepancies. Examine statements to ensure accuracy. Ensure that statements and records comply with laws and regulations.
* Compute taxes owed, prepare tax returns, ensure prompt payment.
* Inspect account books and accounting systems to keep up to date.
* Organize and maintain financial records. Improve businesses efficiency where money is concerned.
* Suggest ways to reduce costs, enhance revenues and improve profits
* Provide auditing services for businesses and individuals.
* Posts customer payments by recording cash, checks, and credit card transactions.
* Posts revenues by verifying and entering transactions form lock box and local deposits.

### COMPUTER / TECHNOLOGY SKILLS

* Well versed with applications such as MS Word and Excel.
* Good working experience in Tally Accounting
* Galileo and Fidelio (Computer Reservation System)
* Working knowledge in Thaisoft, a company developed software
* Worked in FP&A from SAP (Health Organization Software (financial close processes, treasury and risk management, financial operations, and GRC.)

**PERSONEL DETAIL**

NATIONALATY : Indian

GENTER : Female

AGE & DOB : 28 & 05-04-1988

HEIGHT : 161 CM

WEIGHT : 59 KG

MARITAL STATUS : Married

VISA STATUS : VISIT VISA

**PASSPORT DETAIL**

**DATE & POI**  : 28-04-2016, KOZHIKODE

**DATE OF EXPIRY** : 27-04-2026

Place: Dubai

Date **DILNA**