**OBJECTIVE**

An ACCA Affiliate seeking a challenging positionin the field of finance and audit to augment my accounting knowledge by way of hands on experience, contributing in achieving organizational objectives and working out a mutually beneficial growth path.

**QUALIFICATIONS& CAREER HIGHLIGHTS**

* ACCA (Association of Chartered Certified Accountants) U.K.
* B.Sc. (Hons) Degree in Applied Accounting from Oxford Brookes University.
* Advanced diploma in Accounting and Business from ACCA.
* Experience in Finance (FI) and Controlling (CO) modules of SAP ERP System.
* Financial accounting (including group consolidation), business planning, review of financial and cash flow statements.
* Immense knowledge in advanced investment appraisal, corporate reconstruction and advanced risk management techniques.
* Knowledge of International Financial Reporting Standards (IFRS) and International Accounting Standards (IAS).
* Strong accounting skills developed through 3 years of work experience.

**EDUCATION**

* **ACCA (Association of Chartered Certified Accountants) affiliation, December 2013**

**ACCA, United Kingdom**

* **Bachelors in Applied Accounting, March 2013**

**Oxford Brookes University, United Kingdom**

* **Advanced Diploma in Accounting and Business, Aug 2011**

**ACCA, United Kingdom**

* **All India Senior School Certificate Examination (CBSE board) - Science and Maths, March 2008**

**Sharjah Indian School, UAE**

**WORK EXPERIENCE**

**Zulekha Hospitals L.L.C. –Sharjah, U.A.E.**

**July 01, 2014 till date**

**Financial Analyst**

* Prepare cash control and bank reconciliations.
* Perform accounts receivable and accounts payable functions.
* Ensuring compliance of entire healthcare quality management while maintaining healthcare processes & documentation as per the company standards.
* Prepare management reports, addressing accounting and audit issues and areas of improvement.
* Supervise staff directly involved in the operations, to ensure that the engagement deliverables are met, with appropriate accountability.
* Detect quality defects through regular audits and enhance operational quality.
* Quantify quality results and trends to identify and implement improvements for the organization.
* Collate, scrutinize and share objective data with the management for improving overall customer satisfaction.
* Provide trainings on insurance functional knowledge to team mates with proven abilities in handling claims, administrative activities in co-ordination with internal/external departments.

**VOLUNTEER EXPERIENCE**

**Insurance Claims Recovery Assistant**

**Zulekha Hospitals LLC**

* Accurately helped the finance team in recovering the payments from the insurance companies.
* Arranged meetings with insurance companies for closure of the accounts.

**PERSONAL DETAILS**

Marital Status : Single

Nationality : Indian

Gender : Female

Languages Spoken : English, Hindi, Urdu, Arabic (Basic).

Visa Status : Residence

Driving license : Valid U.A.E. driving license

***References will be furnished upon request.***