

**Johnson**

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#### Date of Birth:-01/08/1988

#### Marital Status:-Single

#### Nationality :-Indian

**Visa Type**:-**Visit Visa**

**OBJECTIVE**

My aim is to explore and Utilize my complete potential by making myself as an integral part of organization and continuous learning effectively contribute me to the organization goal.

**WORK EXPERIENCE**

**1)Worked for Whealth International LLC-Dubai as an Accountant cum Administration**

**(Feb 2017-Aug 2018)**

* **Job Responsibilities: -**
  + - * Review and assess documents sent by Brokers/Clients/BDU for Medical Insurance Quotations.
      * In depth analysis of furnished documents to provide/ match the benefits requested within the

pricing scale for Medical Insurance Quotation.

* + - * Enrolling members in System and printing cards(production).
      * Attend to all customer queries relating to policy benefits, coverage and network.
      * Review and manage policies assigned by Insurer ensuring timely completion of tasks.
      * Maintain and ensure cordial relationship with brokers and insurance Payers.
      * Analyze and review existing policies on a quarterly basis and prepare performance reports.
      * Prepare debit and credit notes for Policy issuances and endorsements relating to Group

Medical Insurance.

* + - * Preparationof financial performance review, preparationof monthly statements, cash/fund

flow to the management.

* + - * Responsiblefor maintaining claims float report, preparation of claimsreportsas per insurance

co. requirements.

* + - * Maintaining & Preparation of petty cash expense.
      * Reconciliation of bank accounts and related parties accounts and Interacting with auditors,

banks, Insurance companies etc. as per the requirement.

**2) Worked for BLS International Services-Dubai (Indian Embassy) as Front Office Customer**

**Service(March 2015 – Feb 2017)**

* **Job Responsibilities: -**
  + - * Passport and visa processing for customers.
      * Handling various customers and Efficiently verifying customer inputs and other data.
      * Verification of customer documents professionally.
      * Compiling of reports and in charge of handling cash management.
      * Promoting Value Added Services, Providing the online Visa and Passport Form filling services

to customer.

* + - * Recommending service classification according to changing set of immigration laws,

regulations, and procedures.

* + - * Review & document existing quality standards that affect the service, efficiency and

productivity.

* + - * Answer the calls for various queries relating to Indian Visas and Passports.
      * Sending reports to concerned department at the end of the day.
      * Exercising good judgment in referring sensitive cases to supervisor.

**3) Worked for Express Management General Services Ltd.(East Africa- Tanzania) as an**

**Administration cum Accountant (Aug 2014-Nov2014)**

* **Job Responsibilities: -**
  + - * Handled all account related reports and worked on tally software.
      * Maintained books of account on daily basis.
      * Prepare profit and loss statement and monthly closing and cost accounting reports.
      * Develop, maintain, and analyze budgets, preparing periodic reports that compare budget

Costs to actual costs.

* + - * Managing routine admin related work.
      * Handled petty cash of daily expenses of the company.
      * Updating Attendance, leaves and keeping a track or Record of leaveAttendance.
      * Administer salaries and work out leave entitlements.
      * Taking signature of staffs on pay slips &Tracking records in folder.
      * Monitoring & ordering office stationeries for the department.

**4) Workedin MotilalOswal Pvt. Ltd. as an Administration cum Accountant (Oct 2012-**

**July2014)**

* **Job Responsibilities: -**
  + - * Responsible for all Billing related to Sale & Purchase.
      * Maintaining Inventory &Stock (Sim card, Internet Dongle, Laptop, company Document etc.)
      * Worked on the Tally Software for updating of sales and purchase entry.
      * Passing journal entries for accrued & prepaid expenses made.
      * Handling Customer queries & disputes face to face, through Emails or over the phone.
      * Preparing cheques, creating budgets, calculating billing statements, compiling financial

and managing inventory records.

* + - * Monitoring & ordering office stationeries for the department.
      * Arranging meetings, taking minutes and keeping notes.
      * Taking photocopies of cheques for staff salaries.
      * Taking signature of staffs on pay slips & submitting it to HR Department.

**5) Worked in RahishKandiwal& CO. as a Junior Accountant (June 2011-Sep 2012)**

**6) Worked in Serco Global Services Ltd.as a Customer Care Executive for Vodafone telecom**

**(Sep 2008-March 2011)**

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| Exam | Board/ University | Year of Passing | Passing Class |
| T.Y.B.COM | Mumbai University | 2011-12 | 1st Class |
| H.S.C (10+2) | Mumbai Board | 2006-07 | 2nd Class |
| S.S.C (10th) | Mumbai Board | 2004-05 | 2nd Class |

**Additional Qualification Course**

* + - * Done Master of Business Administration from Matrix Institute of Business management

an ISO 9001-2008 certified institution for 2 years with “A”Grade (2015-2017).

* + - * Done Diploma in Accounting Course from Pal India Institute.
      * Microsoft Office (Word, Excel, PowerPoint).

**Additional Skills and Capabilities\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* + - * Proficient with Tally ERP 9, MS-Office, Excel,word processing and necessary application.
      * Confident and poised in interactions with individuals of all levels.
      * Excellent time management and organizational skills.
      * Self-motivated and able to handle extreme pressure.
      * Proven ability to gather, collate and use data effectively.

**Language Known**

English, Hindi,Marathi and Konkani.

**Hobbies** Surfing on Web, Playing Cricket, Listening to Music, Travelling &watching Sports.

**Place:**Dubai

**Date:**(**Johnson**)