



SAJEESH K.S

Accountant

CONTACTS

PRESENT ADDRESS

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PERSONAL DETAILS

Name : Sajeesh K S
Date of Birth : 01/07/1992
Gender : Male
Marital Status : Single
Nationality : Indian
Passport Number : K 5996602
Passport Expiry Date : 19/03/2023
Languages Known : English, Hindi
Tamil, Malayalam

PROFILE

“” A competent and committed Finance graduate who has hands on knowledge and experience in Finance and Accounts, Purchases, Store maintenance and Insurance in medical field. Possessing excellent communication skills and having strong PC/Spread sheet skills. Successful at managing multiples assignments while meeting tight deadlines and display a high level of competence in a rapidly evolving work environment. “”

SUMMARY OF OBJECTIVE

“” To work in a reputed and dependable company where my experience, creativity and managerial skills can be used fully so it can be beneficial in the growth of the company. My short-term goal is to find a position that will help me to grow and to add value in my skills. My long-term goal is to grow along with the company and to be in a responsible position where the company finds me suitable. “”

SUMMARY OF SKILLS

- Experience in Finance and Taxation.
- Knowledge of accounting software Oracle, SAP and Tally.
- Excellent knowledge in all medical procedures and stocks related to medical procedures.
- Skilled in developing and maintaining effective relationship with suppliers and having negotiation skill.
- Knowledge of medical insurance and claim submission.
- Excellent knowledge in Microsoft Excel formulas, Macros, Data Cleaning and Power Query.
- Advanced knowledge in Microsoft Office.
- Possess good communication, problem solving and decision-making skills and has the ability to work under pressure.

2018 - 2021 ○ **EMIRATES HOSPITALS GROUP LLC**

Accountant at **Emirates Hospitals Group LLC** Administration office Al Quoz, Dubai. July 20 to Nov 21.

- Works as payable accountant.
- Handling various supplier payments through cheque and wire transfer.
- Preparation of vendor payment reconciliation.
- Posting payment entries in Oracle FA software.
- Handling invoice booking of group suppliers.
- Handling intercompany booking with proper allocation of expenses.
- Posting of various PR related expenses with proper allocation and its payments.
- Handling utilities and petty cash payments for different branches.
- Processing payroll related payments for group entities.
- Payment of rent for all branches and offices.

○ Accountant at **Al Reef Medical Center LLC**, RAK (An Emirates Hospital Group Company). May 18 to June 20:

- Works under the supervision of Chartered Accountant.
- Preparing and maintaining various **collection reports**.
- Preparation of **income statement**.
- Weekly preparation of **Bank account Reconciliation**.
- Preparation of **closing stock reports**.
- Maintain monthly **stock taking**.
- Reconciliation of **intercompany** transactions.
- Handling the **accounts payable** – maintaining proper record of payables, preparation of cheques.
- Maintain, reconciliation and keep record of **PR expenses**.
- Maintain and managing **petty cash**.
- Daily Reconciliation of **POS** merchant transactions.
- Online eClaimLink Submission of **Medical insurance claims** on weekly basis.
- Maintain **reconciliation of insurance remittance** from the payer with bank statement.
- Tracking and **resubmission** of rejected insurance claims through eClaimLink Portal.
- As a **store in charge**, maintain and managing stocks and its consumption.

2017 - 2018 ○ **POPULAR MEGA MOTORS INDIA PVT. LTD**

Finance Executive at **Popular Mega Motors India Pvt. Ltd**, India. Oct 17 to Mar 18:

- Preparation of GST Reporting.
- Preparation and filing of GSTR-1 Report.
- Preparation and filing of GSTR-3B and GSTR-3A Report.
- Review the GST entries of 40 branches in Tally ERP 9.

2015 - 2017 ○ **XEROX CORPORATION**

Finance Associate at **Conduent Inc.**, India. Nov 15 to May 2017:

- Handled the works of countries France, Poland, Germany, Spain, Portugal, Croatia, Check republic, Switzerland, Italy, Austria, Slovakia and Ireland.
- Preparing and Posting Journal Entries.
- Foreign Exchange Revaluation for vendor, customer and bank.
- Performing distribution cycle.
- Posting Cost/Expense Allocation or Expense re-class.
- GRIR clearing.
- GL Clearing.
- Securitization.
- Customer Clearing.
- Vendor Clearing.
- AP & AR Reconciliation.
- DADS Reporting.
- Opening and closing of financial period.

ACADEMIC QUALIFICATIONS

2013 - 2015 ○ **POST-GRADUATION**

- **Master of Business Administration** specialized in Finance (Major) and Marketing (Minor) from Mahatma Gandhi University Kerala, India.

2009 - 2011 ○ **GRADUATION**

- **Bachelor of Commerce with Computer Application** from Mahatma Gandhi University Kerala, India.

OTHER CERTIFICATIONS

- Passed **Diploma in International Financial Reporting Standards - IFRS**.
- Passed **DCPA (Diploma in Computerized Professional Accounting)** with **A+** Grade.
- **Lean Six Sigma Qwik Solver** certificate from Conduent Inc.

AWARDS AND ACHIEVEMENT

- Far and Beyond Award from Xerox Business Services India PVT LTD for the best performance at workplace.
- Achievement of Client's recognitions for value addition at Xerox workplace.
- Released Lean Six Sigma Qwik Solver based on Time Reduction in R2R Reporting.

NON- ACADEMIC ACHIEVEMENTS

- Participated in the finals of Analytical Study of an Entrepreneurial Enterprise organized as a part of Management Students Convention 2013 by KMA Management Students Forum.
- Completed the training program requirement for Gateway to Financial Freedom at Hedge School of Applied Economics.
- Successfully conducted all Kerala GK Quiz Competition.

IT EXPOSURE

- Experience in Oracle Financial accounting software.
- Experience in System Application and Products (SAP), as a major Enterprise Resource Planning tool.
- Hands on experience with the Oracle Right Now Software.
- Proficient in Tally ERP 9.0.
- Proficient in MS Excel, Macros, Word and Power point.

REFERENCES

- Mr Biju KPV
Branch Manager
Al Reef Medical Center LLC
Ras Al Khaimah
Mob: +971 50 454 6980
- Meet Thakkar
Finance Team Lead
Emirates Hospitals Group
Dubai

DECLARATION

I hereby declare that the above-mentioned details are correct to the best of my knowledge and belief.

Date:

SAJEESH K S