

# REMYA MATHEW

❖ Worked as Internal Auditor at City Hospital from January 2017 to November 2021



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**Personal Data**  
Date of Birth : 30.01.1991  
Sex : Female  
Marital Status : Married  
Religion : Christian  
Father's Name : T J Mathew

**Hobbies**  
Listening to Music,  
Traveling, Cooking.

## Career Objectives

To work in a reputed organization with challenging task ahead to the fullest job satisfaction thereby achieving company's growth and personal growth through Continuous learning.

## Academics

- Pursuing Certificate course in Hospital Administration
- ICWAI Intermediate (May-2014) (Exam not cleared)
- B.A Economics from M G University, (2008-2011) with 51% marks.
- Plus Two (Mar-2008) Commerce-from Kerala University with 64% of marks.
- SSLC (Mar-2006) passed with 62% of marks (Public Board Exam, Kerala)

## Synopsis

- Working as Internal Auditor at City Hospital from January 2017 to November 2021
- Working as Accounts Executive at Muthoot Mini Financiers Pvt Ltd from November 2015 to April 2016
- Working as Audit Assistant at Muthoot Mini Financiers Pvt Ltd from September 2015 to November 2015
- Working as Accounts Assistant at Thayamkery Bankers from August 2012 to March 2014
- Working as Accounts Assistant at Manorama Oxygen Pvt Ltd from July 2011 to June 2012

## Additional Qualifications

- Theoretical knowledge : Computer Fundamentals
- Word Processing Packages : MS-Word
- Spread Sheet Packages : MS-Excel
- Data Base : MS-Access 2000
- Accounting Packages : Tally 6.0 & 7.2

## Language known

- English, Hindi, Malayalam

## Strength

- Excellent team player with a POSITIVE ATTITUDE.
- Love challenging tasks.

## Company/ Job Profile

Company Designation	City Hospital, Ernakulam Internal Auditor
Department	Administration
Duration	From January 2017 - November 2021

## The Job involves;

- Audit and check journals, purchase orders, invoices, payroll, fixed assets and bad debts.
- Audit account receivables, account payables, cash in hand and bank reconciliation.
- Handling data using Microsoft office products, Word and Excel.
- Analysis and investigation of glitches in different departments.
- Interacting with various kind of people to make solutions for emerging issues.
- Schedule and execute internal meetings.
- Dealing with the hospital management software system named 'Elixir' and interacting with the EMR vendor.
- Communicating with external vendors who supplies medicine, pharmaceuticals and stationary.
- Closing daily account in the absence of responsible person in the accounts department.
- Check whether the accounts got tallied at the cash counter.
- Staff salary calculation management.
- Direct reporting and interaction with Hospital management.
- Identify payment errors by thorough investigation of medical bills data and records.
- Updated audit findings with the management and assist in error validation process.
- Audit, mentor, support and suggest improvements and recommendations to meet client satisfaction.
- Coordinate with various department managers at Hospital and evaluate internal controls.
- Review financial reports.

## Areas of Expertise

- Hospital administration and internal auditing.
- Professional & Manual accounting.
- Stock Register keeping & Reconciliation.

## Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Yours faithfully,

**Remya Mathew**