



# GICIN V KOSHY

ACCOUNTANT/ BILLING/ INSURANCE EXECUTIVE

## CAREER PROFILE

Goal oriented, hard-working Executive with more than 4 years of experience in healthcare fields with the Budget Analysis, preparing Financial statements, Customer handling, Teamwork, provide Training and Insurance Claim Management.

## WORK EXPERIENCE

### Believers Church Medical College Hospital, India - Executive 2017 – 2022

- Assist with Insurance Claim Management, Claim Settlement, Loss data collection and Financial tracking.
- Experienced in preparing monthly Financial statements like Trial Balance, Profit & Loss, Balance Sheet, Cash Flow Statement, Bank Reconciliation Statement and Analysis Financial Position.
- Expertise in preparing cash positions and cash budget statement.
- Inventory Management.
- Provide training for the staff about claim submission and new updates.
- Good working knowledge in Online Bill processing and Hospital Information System software.

### Thomas Mathew & Associates (CA Firm) - Trainee March 2014 - April 2014

One month 'On the Job Training (OJT)' at Thomas Mathew & Associates (Chartered Accountant) firm as a part of graduation program.

## EDUCATION

**Master of Commerce courses completed.**  
2015 - 2017  
MG University, India.

**Bachelor of Commerce with Computer Application**  
2012 - 2015  
MG University, India.



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18 Jan 1993



Indian



Single



Indian Driving License  
M/C- with gr; LMV



Valid up to 07/05/2025

## Language Known

English	■	■	■	■
Malayalam	■	■	■	■
Hindi	■	■	■	
Tamil	■	■		

## **Skills**

- Microsoft Office
- Photoshop
- Tally
- Auditing
- Accounts Payable
- Accounts Receivable
- Account Analysis
- Account Reconciliation
- Book Keeping
- Teamwork
- Problem-Solving
- Time Management

## **ACHIEVEMENTS / CERTIFICATES**

- Active participation in various events held by college.
- Have A Grade in Webpage designing in IT Fair.
- Diploma in Manual Accounting and TALLY ERP 9.
- Diploma in Oracle 10g.
- Training course on NISM –Securities Operations and Risk Management Module at CSE Institute of Capital Market.
- Participated in National seminar on Corporate Governance and its Emerging Dimensions held in Saintgits College, Pathamuttom.
- Participated in National Conference on Sustainable Business Models for Inclusive Growth held in Kristu Jyothi College, Changanassery.

## **COMPUTER PROFICIENCY**

- Proficient in MS WORD, MS EXCEL, MS ACCESS and MS POWERPOINT.
- Programming with VB (Visual Basic).
- Web Designing (HTML), Oracle and C++.
- TALLY 9. ERP accounting software with VAT, CST, Excise, and Service Tax.
- Good working knowledge of Internet.

## **PROJECTS**

B. Com – Investment Behaviour among Teachers – A Study with particular reference to Saintgits Group of Institutions.

M.Com – HRM Practices and its Influence on Job Satisfaction of Employees in Federal Bank.

References and Other Documents will be provided on demand.