



PROFILE

To be a part of an organization there I can effectively utilize and enrich my Accounting, Financial and Cost management knowledge and skills and put an effective use of analytical abilities and professional competence.

CONTACT

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BIBIN DEVASIA

SUMMARY

Experienced Accounting Professional with a demonstrated history of working in the hospital & health care organization.

EDUCATION

- Master of Business Administration-Financial Management - Bharathiar University
- Bachelor of Commerce Finance and Taxation Christ college, Puliyanmala ·
- 12th - St.philominas HSS, Upputhara Commerce
- 10th - St.philominas HSS, Upputhara

WORK EXPERIENCE

01.Welcare Hospital
Account Executive
December 2017 – December 2022(5 years)

02. Welcare Hospital
Asst Manager – Finance and Accounts
January 2023 – Present

KEY RESPOSIBILITIES

- Preparation of doctor's profit share statement and payroll.
- Statutory filing of PF.ESI and TDS.
- Timely payment for suppliers/creditors.
- Preparing Comparison statement.
- Financial statement preparation and Auditing.
- Deduction of TDS as per sections and timely payment of the same.
- MIS development and reporting
- Filing TDS and GST returns.
- Preparation of payroll.
- Budget Preparation
- Coordinating with statutory and internal auditors.
- Issuing Purchase order/Work order
- Payment verification/Voucher verification
- Capitalization of Assets.
- Ledger Scrutiny.

- Insurance claim payment settlement.
- Reconciliation of Bank, Creditors and Debtors

STRENGTH

- Able and willing to accept high level of responsibility.
- Willing to learn and results orientated.
- Sincere and honest
- Self-motivated, reliable, and trustworthy
- Enthusiastic and cooperative in nature
- Desire to work hard and excel.
- Leadership potential

SOFTWARE SKILLS

- Tally ERP
- Hospital Financial Accounting Software
- MS Office
- MIS and HIS
- Winman TDS

PERSONAL DETAILS

- Date of birth: 18th July 1996
- Sex: Male
- Nationality: Indian
- Status: Single
- Language Known: Malayalam, English, Tamil, Hindi

DECLARATION

I do hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.

Place:

Date:

BIBIN DEVASIA