



## PERSONAL DETAILS



**BADUSHA ABDULKAREEM**  
Kunnumpurathu House  
Kalayanthani P O  
Kalayanthani-685588



918606283101  
7907946013



badushabak@gmail.com



1-01-1997

## EXPERIENCED IN

- TallyERP9
- Microsoft office
- Microsoft word
- GRAPES HIS
- LIFE HIS

# BADUSHA ABDULKAREEM

## OBJECTIVE

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

## ORGANISATIONAL EXPERIENCE

### Accountant

**Chazhikattu Multi Super- Speciality Hospital Pvt. Ltd. Thodupuzha**  
September, 2019 – May 2023

- Daily Cash flow and Receivable report preparation
- Verification of suppliers and other payments
- Insurance and other TPA bills settlement and follow-up.
- Filing TDS
- Filing GSTR-1 and GSTR-3
- Ledger scrutiny
- Developing relationships with external contacts such as auditors
- Monitoring cash flow and inflow
- Revenue reconciliation work
- Documentation of various MOU and agreements
- Various jobs allotted by Finance Manager
- Monthly closing of books of accounts
- Accountable for the overall function of finance department
- Monthly invoice raising and recovery
- Preparation of Bank reconciliations and Petty cash statements
- Dealing with all finance related queries of staff and clients
- Administrator accounts receivable and accounts payable from our banks and treasury
- Ensured proper recognition of revenue and expense for departmental cost center activity
- Preparation of monthly payments to Suppliers and other parties
- Coordination and cooperation with Internal and statutory auditors, Tax Consultants, Government authorities

## ACHIEVEMENTS

Best employee of the month: Chazhikattu  
Multi Super-Specialty Hospital Pvt Ltd-  
MARCH, 2022

## REFERANCE

Arun CS

Finance Manager

Chazhikattu Multi Super-Specialty  
Hospital Pvt Ltd

Thodupuzha, Idukki

Mob: 8547636194

## EDUCATION QUALIFICATION

QUALIFICATION	BOARD/UNIVERSITY	YEAROFPASS	PERCENTAGE
B.Com Co. Operation	Mg University	2015-2018	60.2%
Plus Two Computer Application	HSE Board	2015	75%
SSLC	KBPE	2013	88%

## PROFILE SNAPSHOT

- Excellence in monitoring cash flows
- Track record of overseeing financial statements including Trial balance, bank reconciliation reports, profit& loss account, age wise accounts payable and receivable Statements and balance sheet
- Effective leader with excellent motivational skills to sustain- Growth momentum while motivating peak individual performance

## DECLARATION

I do here by declare that all the information furnished above are true and correct to the best of my knowledge and belief.

Date: 15-05-2023

BADUSHA ABDULKAREEM

Place: Thodupuzha