

# TEENA RACHEL GEORGE

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## SUMMARY

I am a professional with an experience in handling the tax related calculations, upkeeping of ledger accounts in day-to-day activities for individuals and corporates. Have guided students in the process of migration and exam preparation for IELTS and OET. Client grievances were handled by me on the utmost discretion.

## EXPERIENCE

### Biglaand Financiers

Accountant Feb 2019 - Feb 2020

- Reconciling of Supplier Ledger Accounts
- Preparation of GST Tax Calculation.
- Filing of GSTR1 and GSTR3B.
- Handling of all the Bank Transactions.
- Inputting of Manual Cash and Bank Transactions into Tally Software
- Verification and Reconciling of all the Manual Ledger Accounts
- with Tally Day Book.

### Medcity International Academy

Customer relationship officer Sept 2021 – March 2022

- Handling leads generating calls and follow -up based on the leads.
- Front desk attendant
- Fixation of exam dates / room for IELTS and OET.
- Upskilling training for junior associates
- HR related works

# **Believers Church Medical College Hospital**

Patient Care Services Executive January 2023 - Present

- Creating and Registering Files for the New Patients
- Guiding and Helping the Patients to go to their perspective OP's
- Registering New Born Files and Creating Admission for the New Born
- Handling Patients Appointments.
- IP Coordinator

## **EDUCATION**

<b>ACADEMICS</b>	<b>SCHOOL/UNIVERSITY</b>	<b>YEAR</b>	<b>PERCENTAGE</b>
B.Com	St. Thomas College Kozhencherry	2018	75%

## **COMPUTER SKILLS**

- MS-Word, Excel, PowerPoint
- Tally

## **LINGUISTICS**

- English
- Hindi
- Malayalam

## **SKILLS**

- Leadership and Motivating
- Ability to learn
- Hard- Working
- Self-Confident Team Player
- Time Management



