

# NOUSHAD V

ADMINISTRATOR & ACCOUNTANT



## CONTACT

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- Dubai, United Arab Emirates

## ACADEMIC CREDENTIALS

### Post-Graduation Diploma in Financial Accounts-PGDIFA

- IPA The institute Of Professional Accountants, Kerala, India

### Bachelor of Economics BA

- University of Calicut Kerala, India

## AREA OF INTEREST

- Accounting
- Office Administration
- Import and Export Management

## CERTIFICATION

- Quick books Pro/ Premier 2014
- Microsoft Office Specialist for Office Excel 2007
- Tally Financial accounting Program

## PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT**-Management skills to direct others and review others performance.

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

Team Work	Work Ethic	Communication	Leadership
Organization skills	Time Management	Interpersonal ability	
Detail Oriented	Punctual	Quick Learner	Hardworking
			Analytic Skills

## EMPLOYMENT CHRONICLE

### ADMIN EXICUTIVE | July 2021 – 28<sup>th</sup> Feb 2022

#### IQRAA International Hospital and Research Centre Calicut

- Concentrated in Reception.
- Track marketing campaigns, events, e-marketing and subscriber lists, and other necessary information in CRM systems
- Producing marketing and promotional materials.
- Study insurance plans used most frequently with patients to understand the various nuances to communicate more effectively.
- Document basic insurance information in the patient's file for quick reference.
- Process and submit insurance claims daily.
- Monitor and follow-up on outstanding claims.
- Provide the appointment coordinator with patient names and amounts due, so effective collection over the counter can take place during the day.
- Record all financial discussions with patients in their file
- Contact patients who have not kept their financial agreement within a 5-day grace period to collect payment following the financial plan.
- Prepare and mails patients' statements each month on a regular billing cycle.
- Make collection calls.

### ADMINISTRATOR AND EXPORT CORDINATOR | 2016 – July 2021

#### Saphire Exports, Kondotty, Kerala, India

- Export documentation & purchase sales customer relation
- Manage the export process from start to finish.
- Preparing job descriptions, advertising vacant positions, and managing the employment process.
- Orientating new employees and training existing employees.
- Monitoring employee performance.
- Use the most appropriate method of communication when the first point of contact being for all customers.
- Develop and maintain effective working relationships with key customers to develop more business opportunities.

## COMPUTER PROFICIENCY

- Word Processing
- Tally, ERP 9.0
- MS-Office
- Peachtree
- QuickBooks
- MYOB

## LANGUAGES KNOWN

- English (R, W, S)
- Hindi (R, W, S)
- Malayalam (R, W, S)

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 16-03-1993  
Nationality : Indian  
Marital Status : Married

### Permanent Address

Valavil House, Olavatyur PO  
Kondotty via, Malappuram  
Kerala-673638

## REFERENCE

- Available upon request

- Liaise with customers to obtain information to ensure correct measures are in place and all customer needs are met.
- Liaise with Customers, Custom and Operations' Departments ensuring all documents are received within the designated time frame.
- Obtain all necessary information to ensure correct measures are in place and customer needs are met.
- Liaise between Suppliers, Forwarders, and agents to obtain up to date shipment information.
- Ensure customers are fully informed of the progress of their shipments.
- Provide transport companies with the relevant information to ensure customer delivery requirements are met.
- Ensure correct documentation is on file and act accordingly as set out in the instructions.
- Cover the import operations when required.
- Any other duties as required by management for the smooth and efficient operation of the department.
- Supervision of accounting work on Tally ERP 9.0
- Supporting company leadership and supervising administrative department activities for staff members.

### **ACCOUNTS** | Mar 2015 – Jul 2016

#### **Mubarak Jewellery, Ramanattukara, Kerala, India**

- Supervision of accounting work
- Coordinate with documentation process.
- Maintaining the billing system.
- Generating invoices and account statements.
- Performing account reconciliations.
- Maintaining accounts receivable files and records.
- Producing monthly financial and management reports.
- Investigating and resolving any irregularities or enquiries.

### **ACCOUNTS & OFFICE ADMINISTRATION** | Jun 2014 – Dec 2014

#### **Spanning Tree IT Network Solution Company Kinfra IT Park, Kerala, India**

- Supervision of accounting work on Tally ERP 9.0
- Coordinate with documentation process.
- Transportation arrangement
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data.

## PASSPORT DETAILS

Passport No : N1596116  
Date of Expiry : 19/08/2025  
Date of Issue : 20/08/2015  
Place of Issue : Malappuram

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

**Place :**

**Date :**

**NOUSHAD V**