



GICIN V KOSHY

ACCOUNTANT/ BILLING 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, provide Training, Teamwork 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.

 Tiger Building,
Industrial Area 11, Sharjah,
United Arab Emirates

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 18 Jan 1993

 Indian

 Single

 Indian License

 Valid up to 07/05/2025

 Visit Visa -Valid up to
01/12/2022

Language Known

English	<div></div> <div></div> <div></div> <div></div>
Hindi	<div></div> <div></div> <div></div> <div></div>
Malayalam	<div></div> <div></div> <div></div> <div></div> <div></div>
Tamil	<div></div> <div></div>

Skills

- Microsoft Office
- Tally
- Photoshop
- 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.

Reference, Documents and Certificates will be provided on your request.