

Name Rojith MR

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Career Objective

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

Professional Experience

ASHTREE POLYCLINIC LLC Burdubai (Dubai U.A.E)

Designation : Insurance Coordinator cum Assistant Accountant

Duties & Responsibilities

- Handle insurance related services
- Obtain Prior authorizations from respective insurance providers for Healthcare services in the clinic
- verify insurance eligibility and coverage for patients
- Provide quality customer services to members, providers, and other insurance companies
- Acquire specific CPT and ICD codes to ensure proper treatment and billing of all detailed procedures
- provide insurance companies with requested documentations
- Assist billing department with any denied claims when needed
- Determine insurance compatibility with healthcare provider programs
- collaborate with patients insurance companies and other internal staff to wide variety of health insurance matters
- Create and send invoices to customer for payments
- Monitor accounts to ensure payments are upto date
- Organize and review all petty cash checks to supervisors
- Perform other related duties as may be assigned

VNV Tax Solutions Pvt. Ltd, India

Oct 2017-Mar 2019

Designation: Audit Assistant

Duties & Responsibilities

- Monitor and analyze the financial reports of a company.
- Preparing financial reports, ensuring compliance with tax regulations, and identifying financial strengths and weaknesses.
- Understanding of the tax code to help their employers or clients comply with their industry's specific tax regulations.
- Execute audit assistant functions to check the accuracy of accounting systems and procedures.
- Review, assess and recommend changes in accounting systems and controls of a business unit.
- Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.
- Check, inspect and reconcile bank deposits and payments.
- Check all accounting and clients' databases are updated and functioning properly.
- Study, inspect and assess, budgets, balance sheets and other related financial statements and records.
- Review and recommend changes in internal audit controls.
- Check and verify accounting books and records are in conformity with industry practices and corporate policies.

HDFC Life Insurance, India

Apr 2012-Dec 2012

Designation: Financial Consultant

Duties & Responsibilities

- Plan financial futures by offering information and guidance on topics that include taxes, investments and insurance decisions.
- Assess company's financial status.
- Analyze investment plans.
- Source and evaluate capital expansion options, including loans and funding.
- Advise on selling and buying stocks and bonds.
- Forecast revenues and costs and report any discrepancies.
- Analyze market trends and identify risks and opportunities.
- Manage current and future tax payments.
- Monitor financial procedures and ensure compliance with the law.
- Provide solutions and set goals to increase profitability.
- Review day-to-day transactions to identify areas of improvement.

Educational Credentials

MBA in Finance from Indira Gandhi open University, India in 2018.
B.com in Finance and Taxation from M G University, India in 2016.

Technical Skills

- MS Office
- Tally Erp 9
- VAT & GST Return Filling

Personal Profile

Nationality : Indian
Date of Birth : 28 Mar 1994
Sex : Male
Marital Status : Single
Passport No : T5570897
Languages known : English, Hindi and Malayalam

Declaration

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

ROJITH MR

Date:

Place: