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|  | |  | Rashmi Rahul Achoth |
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| Objective: To be associated with an organization, which provides a progressive work atmosphere, presents opportunities for learning and growth in a professional environment, and appreciates innovation, change and the stability of an individual. Experience 21st April 2015 - 31st March 2018  Insurance Co-Ordinator/Accounts Executive **•** International Medical Center – SUGAR APOLLO – Muscat, Sultanate of Oman.   * Processing of the claims of out-patients, ensuring all the claims are undertaken as per the required details of the insurance card/company. * Sending all the insurance claims to the respective insurance company for reimbursement without any discrepancies. * Ensuring resubmission on time of any of the claims rejected by the insurance company and preventing the same rejections for the future. * Also looking into accounts receivables for the center. * Receipts of the insurance claims submitted, following up for the subsequent payments and following up for the resubmission. * Reconciliation of bank statements; inter-company reconciliation between Apollo Hospital and International Medical Center.   30th December 2007 - 28th March 2013.  Accounts Executive **•** ICICI SECURITIES LIMITED – Mumbai, India.   * Worked in Oman Branch from April 2010 to August 2010 on deputation * Handling all accounts related work for the branch as well as for the head office in Mumbai. * Also handling all HR related work-Joining of New employees, PASI related work, Resignation of employees, Implementation of HR policy, code of conduct in the Company. * Also handled Admin section, of maintaining & solving IT related queries. * Helping the Compliance Team with the required audit related details. * Handled Centre based franking charges for opening demat account. Also handling the commission & salary payments of the agents working for ICICI Securities based in ICICI Bank. * Various interbank fund transfer on daily basis for the smooth operation of the client payouts on a timely basis. * Preparation of various revenue reports and reporting to the Head Office all accounting details pertaining to the center. * Including all Vouchers processing of Branch Imprest. * Well-versed experience in SAP & Tally * Handling all Mobile, Conveyance, Staff Welfare, Business Travel, Sales Promotion exp., Sales meeting exp., (Reimbursement & vendor) Accounting and send for final Approval. * Handling all Spoke location Expenses Claims like Telephone, Electricity, Security, House Keeping, Water Charges, Courier Charge etc. * Making daily and monthly collection reports, monthly collection summary pertaining to revenue earned in different departments in the center. * Calculation & payment of commission & salary for the agents. Reconciliation of accounts with bank statements through E-reconciliation.   18th July 2006 - 29th December 2007  Jr. Accounts Executive **•** Shriram Transport Finance Company Limited – Mumbai, India.   * Reconciliation of accounts with bank statements. * Handling branch loans approval and rejection, MIS report, petty cash from Head Office. * Verifying and vetting of various branch vouchers as per bank policy and Audit requirement. * Processing of Vouchers in banks accounting software-Passing correct accounting entry as per the requirement and forwarding the Vouchers for Authorization and upload.  Education  * Post-Graduate Diploma in Business Management - 2010 * Welingkar’s Institute of Management Studies – Mumbai, India. * Bachelor of Commerce - 2005 * S.I.E.S. College of Commerce, Mumbai University – Navi Mumbai, India. * Higher Secondary Certificate - 2002 * S.I.E.S. College of Commerce, Maharashtra Board – Navi Mumbai, India. * Secondary School Certificate - 2000 * St. Augustine’s High School, Maharashtra Board – Navi Mumbai, India.   **Computer Excellence:**   * Command over MS Office packages, SAP, Tally 9.0 & Internet. * Average Typing Speed: 30 WPM   **Personal Attributes:**   * Sincere and Hardworking * Self-Motivated * Belief in continuous improvement * Ability to work under pressure   **Languages Known:**   * English, Hindi, Marathi & Malayalam   **Personal & Other Information:**   * Date of birth: 20th June 1984 * Nationality: Indian * Marital status: Married |
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