

CURRICULUM VITAE

BEN K SUNNY

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DOB: 1st November 1993
Nationality: Indian



An accredited holder of Master's in Commerce with Finance specialization. Seeking for a full time Accountant position and ready to join immediately. Possessing more than 4 years of working experience and have gained an advanced understanding on Tally ERP9 and MS Office. Furthermore, I have developed additional training in functional areas and other in house training programmes in the areas of counter management, stress management, soft skills development etc.

AMRITA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTER, COCHIN, INDIA

Finance Assistant (4+Years)

November 2017 – December 2021

Roles and responsibilities

- Reconcile any discrepancies or errors identified by comparing and correcting data.
- Track and reconcile bank statements, issuing and dispensing of cheques and timely deposition of cash receipts.
- Entering all invoices and corporate credit card entries.
- Hands-on experience in the application of Tally ERP9 and GST entries.
- Maintain day to day Accounts & reporting to the senior manager.
- Preparing and maintaining necessary stock records to track the inward and outward movement of Drugs.
- Handled accounts payables/ receivables, collection debts and credit applications.
- Month-end closing activities.
- Familiarisation with the credit card billing procedures.
- Responsible to maintain full Discount bills, OPCPR bills, Employees OPD bills.
- Maintenance of various transaction details in excel on a daily basis.
- Preparation of the Cash Collection Register.
- Familiarisation with the work flow and procedures to be followed while working in various pharmacy counters.
- Training and Reviewing new joiners.
- Giving employee clearance by checking their dues.
- Managing and maintaining Petty Cash.
- Senior cashier in Pharmacy Cash Closing Counter.
- Cashier in IP, OP and Marketing Pharmacy Counter

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Key Initiatives

- Various ideas for effective time management checklists were implemented in the team which has resulted in saving time during the Month-end closing activities.
- Instrumental in implementing a training program for the new hires which helps in developing the required skill set.

Educational Qualifications

Qualification	Year of passing
M.Com	2017
B.Com	2015

Software proficiency

- Tally ERP9.
- MS Office software - MS Word, MS Excel, MS PowerPoint

Personal Details

Gender	Male
Marital status	Single
Visa Status	Visit
Passport Number	L3020439
Languages	English Malayalam Hindi

Declaration

I declare that the above information furnished by me is true to the best of my knowledge.

Ben K Sunny.