

# JOMAL MATHEW

Job Seeker in Accountant cum Admin



## PERSONAL DETAILS

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Address Sharjah, UAE  
Nationality Indian  
D.O.B 06<sup>th</sup> May 1998  
Gender Female  
Marital Status Single  
Passport # Y7276347

## CORE SKILLS & STRENGTHS

CASHING & ACCOUNTING

MEDICAL INSURANCE

DOCUMENTATION

TAX & AUDIT SUPPORTS

INDEPENDENT AND TEAM WORK

ABILITY TO WORK UNDER PRESSURE

## ACADEMIC CREDENTIALS

2022 DIP. IN HOSPITAL ADM  
ISSD – TUV SUD

2021 MASTER OF COMERCE  
MG UNIVERSITY, INDIA

2019 BACHELOR OF COMMERCE  
MG UNIVERSITY, INDIA

2016 GRADE XII  
KERALA BOARD

2014 GRADE X (MATRICULATION)  
KERALA BOARD

## PROFILE

A meticulous professional with an evident background in Accounting, Tax Practicing and Insurance. During the career pursuit so far, I worked with accounting professionals and also performed the role of insurance executive at a reputed hospital. I uphold keen interest in working at domains of banking, accounting, insurance for making inextricable contributions into goals of organizations.

## WORK EXPERIENCE

- ❖ **INSURANCE EXECUTIVE - 1<sup>st</sup> Aug 2022 to 30<sup>th</sup> Dec 2023**  
**@Marian Medical Centre, Kerala, India**
- ❖ **TAX PRACTITIONER - 10<sup>th</sup> Sep 2021 to 31<sup>st</sup> July 2022**  
**@ Chandran Associates, Kerala, India**

## CORE DUTIES PERFORMED

- ❖ Patient data collection, management, and dissemination
- ❖ Grievance handling regarding cash-less and claim/reimbursement mode of insured patients
- ❖ Settling the balance dues of patients
- ❖ End to End documentation, query management, and follow-up of insured patients
- ❖ Invoice making, scrutiny, voucher creation
- ❖ Sorting and vouching of documents for further analysis and final account preparation
- ❖ Tax calculations and all other supportive functions at the company for clients.
- ❖ Any other value-added duty entrusted by the management

## CERTIFICATIONS & PROFICIENCY

- ❖ MS Office
- ❖ Tally ERP 9
- ❖ Any Custom Software

## LANGUAGES KNOWN

- ❖ English: LSWR
- ❖ Malayalam: LSWR
- ❖ Hindi: LSWR

