

SOWMYA

SUMMARY

A detail-oriented professional with experience in accounting management. Skilled in accounts payable/receivable, financial reconciliation, payroll processing, hospital admin, customer support management. Proficient in managing financial operations and ensuring compliance with industry standards. Additionally experienced in HR functions, including payroll and basic employee documentation, supporting a seamless integration of finance and HR operations.

EXPERIENCE

Officer Accountant & HR, 02/2024 - 02/2025

Asiatech Group of Institutions - Mangalore, India

- Documented daily business activities.
- Managed petty cash efficiently.
- Handled reconciliations with banks and suppliers.
- Managed collection processes for account receivables including student and examination fees.
- Accounts payable, preparation of cheque payments, and online bank transfers.
- Optimized the scheduling of salary payments.
- Screened candidates to advance through recruitment stages.
- Conducted preliminary interviews.
- Generated detailed payroll statements.
- Established and maintained relationships with banking institutions, optimising financial operations and services.
- Coordinated with external auditors during annual reviews, facilitating a transparent and efficient audit process.
- Reviewed and updated company policies to reflect current best practices in HR management.

Officer-Customer Management, 01/2019 - 01/2024

Sparsha Medical Centre - Mangalore, India

- Completed general admissions tasks efficiently.
- Coordinated with various departments to elevate customer satisfaction.
- Collection of payments from patients and issuing RV.
- Handled payment processing for patient and vendor refunds.
- Maintaining petty cash reports.
- Coordinated comprehensive care plans for patients by liaising with healthcare professionals, optimising patient outcomes.
- Developed and implemented patient satisfaction surveys to identify areas for service improvement.



CONTACT

Address: Dubai, UAE

Phone: +971 551448248

Email: nayaksowmya693@gmail.com

SKILLS

- Bank reconciliations
 - Cash flow management
 - Sales ledger handling
 - Payroll administration
 - Cash book reconciliation
 - Accounts payable expertise
 - Interviewing and candidate selection
 - Customer Support Management
-

PERSONAL INFO

Date of birth: 30/04/2000

Nationality: Indian

Gender: Female

Marital status: Single

Visa Type: Visit Visa

Expiry Date: 20/05/2025

EDUCATION

Mcom, Accounting, 2023
Mangalore University - Mangalore, KA

Diploma of Higher Education, E Office & Tally ERP 9, 2022
MICE Mangalore - Mangalore, KA

LANGUAGES

English:	C2	Hindi:	C2
<div><div></div><div></div><div></div><div></div><div></div><div></div></div>		<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
Proficient		Proficient	
Kannada:	C2	Malayalam:	A2
<div><div></div><div></div><div></div><div></div><div></div><div></div></div>		<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
Proficient		Elementary	