



# SABEESH SUBRAMANIYAM

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Address : Al Qasimia, Sharjah, UAE

LinkedIn : <https://www.linkedin.com/in/sabeesh-karan>

Gender : Male

Nationality : Sri Lankan

Civil Status : Single

## SKILLS

- Fast Typing Speed
- High Data Entry Accuracy
- Attention to Detail
- Networking Knowledge
- Network Tools
- Strong Communication Skills
- Network Troubleshooting
- Organizational Skills
- Database Management
- MS Office Suit Proficiency  
(Word, Excel, PowerPoint, Outlook)

## LANGUAGES

- English - Fluent
- Sinhala - Fluent
- Tamil - Native

## VISA STATUS

- Visit Visa

## AVAILABILITY

- Immediate

## PROFESSIONAL SUMMARY

Detail-oriented professional with proven experience in data management, financial operations, and customer service. Skilled in fast and accurate data entry, MS Office Suite, and networking fundamentals. Adept at handling high-volume workloads, maintaining databases, and collaborating across teams. **Immediately available** and currently on a **visit visa** in the UAE.

## PROFESSIONAL EXPERIENCE

**Accounts Assistant** ————— **May 2022 - Jul 2024**  
*Ave Maria Hospital, Negombo, Sri Lanka*

- Created and issued accurate invoices for hospital services rendered.
- Processed insurance claims and followed up for timely payments.
- Recorded and processed incoming payments from patients and insurers.
- Maintained and updated billing databases and financial records.
- Managed vendor accounts and ensured timely payment processing.
- Assisted in preparing financial reports and reconciliations.
- Responded to patient inquiries regarding billing and payment issues.
- Maintained a filing system for all financial documents and reports.

**Cost Analyst** ————— **Dec 2021 - May 2022**  
*J.K Garments, Negombo, Sri Lanka*

- Calculated material and labor costs for production expenses.
- Sourced trims and accessories by coordinating with suppliers.
- Ensured timely execution of orders with shipping department.
- Recorded and tracked all production-related cost data accurately.
- Assisted in preparing cost reports and variance analyses.
- Collaborated with departments to verify and gather cost information.

**Sales Associate/Data Entry Operator** ————— **Dec 2020 - Nov 2021**  
*Pharma Associates, Kandy, Sri Lanka*

- Performed high-volume data entry with a focus on accuracy.
- Managed and updated digital records using Microsoft Excel.
- Conducted audits to identify and correct data discrepancies.
- Collaborated with cross-functional teams to gather essential information.
- Generated detailed reports to support compliance and decision-making.
- Streamlined data entry processes to improve overall efficiency.

## EDUCATION

**Diploma in English**  
*American College of Higher Education Kandy, Sri Lanka*  
2017

**Computer Networking - LAN & OSI Models**  
*Alison Online Learning Platform*  
2024

**Network Engineering - CCNA | CCNP | CCIE**  
*ATN Campus, Colombo, Sri Lanka*  
2023

**MS Office & Computer Technology**  
*DIB Institute, Kandy, Sri Lanka*  
2017