

# Sushmitha Kulal

Aspiring Accountant | Finance | Data Analyst

Seeing for an challenging position with aspiration to join growing organization. Looking for the opportunity to utilize my skills and knowledge. With Growing mindset to upskill and contribute towards the organization growth.



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📅 March 31, 1999

## WORK EXPERIENCE

### **Administrative/Account assistant** Shriram finance Company

#### *Achievements/Tasks*

- Greet clients and visitors with a positive, helpful attitude & taking care of their requests with utmost respect
- Assisting clients in finding their way around the office.
- Handling Petty cash of the company, Payment follow-ups, Maintain accurate financial record of all receivable transactions, verifications, etc.
- Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs.
- Provide immediate information for any queries that arise either from the Management, employees, or our third-party company.
- Preparing meeting and training rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.

### **CLINICAL DATA ANALYST**

#### Inventurus Knowledge Solutions (IKS) Health

03/2022 - 09/2022

Navi Mumbai, India

#### *Achievements/Tasks*

- Identifying the documents received from US physicians and filling them into patient's account in respective document type.
- Abstraction of relevant clinical information like lab report, diagnostic information into patient's electronic account.
- Understanding client's Feedback on rejected documents and working on documents according to new changes.
- Having a good knowledge about Provider's On-boarding and off-boarding. - Working on Electronic Health Record (EHR) application

## SKILLS

Professionalism	Time Discipline
Financial Management	Active Listening
Analytical skills	Team leader
Problem solving	Communication skills
Hardworker	Office administration
Confidentiality	Customer service

## PERSONAL DETAILS

Languages known - English , Hindi, Marathi, Tulu

Marital Status - Married

Nationality - Indian

Gender - Female

Visa Status - Spouse Visa

## EDUCATION

Master of Commerce (M.COM) (06/2019 - 07/2021)

*SIES College of Arts, Science & Commerce*

Bachelors of Commerce (B.COM) (05/2016 - 07/2019)

*Tilak College of Science & Commerce, Vashi*

## SOFTWARE SKILLS

Computerized Accounting & Office Automation

Tally/Foxpro

MS - Office

Basic Python