



Tehseen Ansari

Accountant cum Procurement

+ PROFILE

Organized and independent candidate with 6 years of experience in finance and accounts with successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

+ CONTACT

Add: Ajman, UAE.

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Date of Birth: 29/04/1995

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+ SKILLS

- Assist in Auditing.
- Procurement best practices
- Budgeting
- Financial Management
- Account Reconciliation
- Financial statements' expertise
- Administrative support
- MS Office Suite
- Bookkeeping
- Decision-Making

- Flexible and Adaptable
- Data Entry
- Planning and Coordination

+ EXPERIENCE

- Accountant Cum Procurement Manager
SEHA MEDICAL CENTER -Ajman
Feb- 2022 - Present

- Part of Audit team during Audit of Clients.
- Processed Patients invoices and patient account charges, reconciled bank statements, and prepared financial reports for the hospital.
- Assisted with budget preparation by analysing departmental revenue and expenditure trends to identify areas of improvement.
- Maintained accurate accounting records including Accounts Payable, Receivable, Inventory, payroll, etc., using computerized systems as well as manual methods when necessary.
- Created monthly reports for management team to review financial status of hospital operations, including budget vs. actual and analysis of accounts payables.
- Conducted monthly audits on patient billing records, identifying overpayments and underpayments.
- Processed vendor payments, purchase orders and invoices in advanced Excel sheet corrected errors associated with invoice payment prior to sending off for approval.

- Assistant Accountant Cum Admin
CONSULATE GENERAL OF THE SULTANATE OF OMAN | Marc-2018 – October-2021

- Preparation of Credit Letter & send to the hospitals, following up with the hospitals if issue related with allowances if any. After

completion of treatment the bills which are received of the patient scrutinizing the same, of DP (Direct Payment) or RE(Reimbursement) statement & scanning of DP or RE to send Muscat.

- Preparation of Cheques, RTGS letter to Bank.
- Letter to Hospitals and informing them through email about payment status.
- Maintaining of Books of Accounts, Cash Book/Bank, Petty Cash for audit purpose.
- Assisting in Finalization of monthly statements i.e., IMPREST, BRS and SUMMARY and forwarding the same every month to DTA/DGFA department.
- Assist in Accounting – Setting up and closing of full books of accounts.
- Planning and implementing the necessary internal controls in finance.
- Assist in Reconciliation of Bank Accounts, Accounts Receivable and Accounts Payable.

● Senior Online Sales Executive
NFOCOM NETWORK LTD –
Mumbai | Dec 2016 – Feb 2018

- Proven ability to learn quickly and adapt to new situations.

- Pitch all the services of the company and try to convert them into sales leads.
- Passionate about learning and committed to continual improvement.
- Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.
- Self-motivated, with a strong sense of personal responsibility.

+ EDUCATION

● MBA (Accounts & Finance) (71.50%)

2016 – 2018

● B. Com (Accounts, Finance & Business)

(65.50%) 2013 – 2016

+ CERTIFICATIONS

- State level 5th for Mock Parliament - May 2014
- Leader for Yong Youth - Jun 2015
- Highest Sales - Nov 2017

+ HOBBIES

Cat care (Member of YODA - Mumbai)
Gardening