



ABDUL THOUSIF

Dubai, UAE

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Objective

Seasoned accountant with 10 years of experience in the healthcare industry. Proven ability to manage and analyze complex financial data to improve hospital operations. Skilled in budgeting, forecasting, and process improvement. seeks an accounting role in a hospital or healthcare organization.

Experience

- HIGHLAND HOSPITAL RESEARCH & DIAGNOSTIC CENTER, (Mangalore Karnataka India)** 01/1/2016 - 6/7/2024
Accountant
Well Versed with Tally ERP9 Prime (Accounts) & RoboSoft (Medical Service Report)
 - Preparation of Cash book manually by calculating all the source of Income.
 - petty cash management
 - Bank Account Reconciliation
 - Posting & Updating of invoices into Tally ERP Software on daily basis
 - GST filing & VAT filing to the auditor office.
 - Preparing TDS.
 - Maintaining the confidentiality of the patient Income files.
 - Internal audit of Inpatient and Pharmacy bills DailyBasis
 - Preparation of monthly budget variance analysis reports in Excel
 - Checking & verifying documents for insurance claim submissions
 - Preparation of Doctor charges monthly reports
 - Preparation of Monthly IP Collection and OP collection Income Statement.
 - Arranging files from the counter and preparing bills.
 - Follow up with Account Receivables with Phone Calls and Email.
 - Enter & Upload the sales invoices to Accounting System.
 - Coordinating internal and external audits.
 - Internal audit of Inpatient and Pharmacy Bills Daily Basis.
 - Preparing payment by cheque for various supplier's
 - Verifying bank deposits,Preparing bank challan and NEFT transaction.
 - Filing documents.
 - OP & IP Patient Registration.
 - Maintain salary register in MS-Excel.
 - Pharmacy Purchase invoice Register Entry and journal entries by system & Manual.
 - Ensuring day end closing with all the department of OP collection, IP Advance, IP Collection and Pharmacy.
 - Generating Doctors bills and preparing cheques.
 - Handling Day end close, Cash clearing, Card Settlement, and Final denomination of cash to deposit bank.
 - Assisting senior manager to prepare financial reports for Management.
- CA THARA JAGADEESH (THURTHI BHAT & CO.), (Kasragod Kerala India.)** 01/01/2014 - 14/12/2015
Accounts Assistant
 - Entry of Accounting Vouchers and Inventory Vouchers
 - Entries for Bank Reconciliation Statements
 - Ensuring payments, amounts and records are correct.
 - Processed company documentation, such as invoices and payment checks.
 - Processes payables, receivables, payments, and checks
 - Preparation of reports on debtors and creditors
 - Prepare bank deposits.
 - Performed data processing in MS Excel.

Education

- Mangalore University** 2015
Bachelor of commerce / B.com

Skills

- Industry Knowledge: Petty cash, Cashier, Book keeping, Billings and Invoicing , cash and credit card Reconciliation, customer service. Technical Skills: Internet, Microsoft Office, Tally ERP9.

Languages

- English, Malayalam, Kannada, Hindi.

Certification

- - Manipal career Academy in Computer Applications with Peach Tree. 2014 A Grade.
 - Shri Matha Education Trust ® in Diploma in Computer Application. 2010 A Grade.

Personal Details

- Marital Status : Single
- Nationality : Indian
- Religion : Islam
- Passport : N6479078
- Gender : Male
- Place : Mangalore Karnataka India
- Visa status : On visit (end visa date :17/11/2024)

Reference

- Mr. Mohammed Yoonus - Highland Hospital Research And Diagnostic Centre (www.highlandhospital.in)
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