



# AKSA REJI

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**Location :** Sharjah, UAE  
**Visa Status :** Spouse Visa

## PROFESSIONAL SUMMARY

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Detail-oriented and proactive professional with proven experience in accounting, healthcare front office administration, and customer service. Holds an MBA in HR & Finance with hands-on expertise in financial documentation, reconciliation, and Excel-based reporting. Demonstrated ability to manage front office operations in fast-paced healthcare environments. Adept in communication, multi-tasking, and problem-solving with a client-centric mindset. Seeking to contribute analytical and interpersonal skills to a forward-thinking organization in the fields of accounting or office administration.

## WORK EXPERIENCE

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### JUNIOR ACCOUNTANT

Feb 2025 – Jun 2025

Al Seha Al Kubra Pharmacy, Sharjah, UAE

- Recorded and updated all daily business transactions including purchases, sales, and operational expenses using Excel spreadsheets.
- Managed daily and monthly profit and loss calculations to ensure accurate financial reporting and trend tracking.
- Used Prime Plus software to monitor real-time sales and purchase data, streamlining inventory and billing processes.
- Performed regular bank reconciliations to track inflows/outflows and resolve discrepancies, supporting financial integrity.
- Assisted in organizing expense summaries and vendor records to ensure timely invoice verification and audit readiness.

### FRONT OFFICE EXECUTIVE

Oct 2022 – Apr 2024

Believers Church Medical College Hospital, Kerala, India

- Facilitated patient registration, admission, and discharge processes while maintaining updated records in the hospital system.
- Handled ICU coordination, ambulance arrangements, and advanced bed bookings, ensuring swift response in emergencies.
- Processed patient bills, ECHS claims, and insurance documentation with accuracy, minimizing delays and errors.
- Conducted hourly checks in treatment zones, coordinated with patient families, and maintained service records in Excel.
- Managed official documentation including police intimation, LAMA cases, wound certificates, and mailing of reports.

### SALES EXECUTIVE

Apr 2021 – Apr 2022

Sunrise Supermarket, Kerala, India

- Delivered excellent customer service by responding to inquiries, handling complaints, and building long-term customer loyalty.
- Processed daily billing transactions, tracked sales data, and maintained organized transaction logs for reporting.
- Analyzed daily revenue trends, expenses, and inventory movement to contribute insights to improve profitability.
- Maintained proper display of goods, ensured replenishment, and coordinated with suppliers for stock fulfillment.
- Handled cash operations responsibly, including cash counting, end-of-day balancing, and deposit reconciliation.

## EDUCATION

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<b>MBA in HR &amp; Finance</b>   Calicut University	2020
<b>B.Com in Computer Applications</b>   Mahatma Gandhi University	2018
<b>Higher Secondary (Commerce)</b>   Govt. HSS Kerala	2015

## CERTIFICATIONS & ACHIEVEMENTS

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- **ASAP (Accounts Executive) Certified**
- **Management Meet Participant – EASA College, Coimbatore**
- **National Seminar Participant – AJK College of Arts & Science**
- **HR Internship – Believers Church Medical College Hospital**
- **Finance Internship – Tallin Tax Solution, Pathanamthitta**

## CORE COMPETENCIES

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- Financial Documentation & P&L Reporting
- Billing, Insurance & Discharge Formalities
- Front Desk & Administrative Support
- Customer Service & Relationship Building
- Bank Reconciliation & Cash Flow Monitoring
- Time Management & Prioritization
- Invoice Preparation & Purchase Entries
- Data Entry & Reporting Accuracy
- Patient Admission & Emergency Coordination

## TECHNICAL SKILLS

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- Accounting Software: Prime Plus
- Productivity Tools: MS Excel, MS Word, MS PowerPoint
- Computer Operations: Basic Office Systems, Data Entry

## ADDITIONAL INFORMATIONS

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- Adaptable professional with experience in healthcare, retail, and finance operations.
- Maintains high accuracy in handling patient data and financial records.
- Strong team player with excellent communication and coordination skills.
- Quick learner with the ability to handle multiple tasks in fast-paced settings.
- Skilled in using Excel and accounting software for daily reporting and reconciliation.
- Committed to maintaining professionalism, punctuality, and strong work ethics in all responsibilities.

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**LANGUAGES :** English | Hindi | Malayalam

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