

RENJINI ANNA THOMAS

ACCOUNTS ASSISTANT

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CAREER SUMMARY

A detail-oriented and highly organized Accounts & Administrative Assistant with 7+ years of combined expertise in financial accounting, bookkeeping, and office administration across healthcare and financial services sectors. Proficient in managing day-to-day accounting operations, financial reporting, and administrative tasks with a strong ability to streamline processes for efficiency. Skilled in Tally ERP 9, ZOHO Books, QuickBooks, and MS Office (Excel, Word, Outlook), with hands-on experience in documentation, data management, and office coordination.

KEY STRENGTH & EXPERTISE

- Strong financial & administrative multitasking abilities
- Proficient in accounting software & office management tools
- Efficient in documentation, record-keeping, and compliance
- Excellent communication & coordination skills

TECHNICAL & SOFTWARE SKILLS

- Accounting Software:** Tally Prime, Tally ERP 9, ZOHO Books, QuickBooks
- MS Office Suite:** Excel , Word and PowerPoint
- Administrative Tools:** Document management, email correspondence

PROFESSIONAL EXPERIENCE

ADMIN ASSISTANT | Pushpagiri Hospital | Kerala, India

Jan 2022 – Mar 2025

- Processed health insurance claims (approvals, rejections, appeals) for patients.
- Verified patient insurance coverage and liaised with providers for pre-authorizations and bill processing.
- Assisted patients with insurance policy explanations and billing inquiries.
- Handled claim settlements and negotiated with third-party payers.
- Maintained accurate documentation for audits and compliance.
- Oversaw patient admissions, discharge processes, and medical records management.
- Coordinated between departments (clinical, finance, HR) for smooth workflow.
- Data Management: Handled data entry, filing systems (digital & physical), and database updates.

ACCOUNTS ASSISTANT | Memana Nidhi Ltd | Kerala, India

Feb 2018 – Dec 2021

- Handling journals, ledger and day-to-day entries, Maintaining of daily cash book.
- Handled accounts payable/receivable, collections, and payment processing.
- Reconciling financial records and accounts.
- Registrar of Companies filing and provide to company secretary.
- Dealt with fixed and recurring deposit, gold and business loan sections.
- Liaised with banks and clients for smooth financial and operational workflows.
- Data Management: Handled data entry, filing systems (digital & physical), and database updates.

EDUCATION & CERTIFICATIONS

- M.Com (Finance)** – Bharathiyar University (2017-2019)
- B.Com (Travel & Tourism)** – Mahatma Gandhi University (2014-2017)
- Advanced UAE Taxation & VAT, Corporate Tax, and Basics of Accounting, KHDA-Certified** (Oct 2024)
- Diploma in Multilingual Office Automation & Financial Accounting** (Tally ERP 9, MS Office), (Jul 2017)

PERSONAL DETAILS

- DOB** – 26th June 1996
- Nationality** – Indian
- Marital Status** – Married
- UAE Visa Status** – Visit Visa
- Language** – English & Malayalam