

DEV SHARMA

CONTACT

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Sonipat (131001),Haryana

SKILLS

- Financial Analysis and Reporting
- Accounting Knowledge
- Budgeting and Forecasting
- Excel and Spreadsheet Proficiency
- Financial Software
- Regulatory Knowledge
- Data Analysis
- Communication Skills
- Attention to Detail
- Problem-Solving and Critical Thinking
- Project Management
- Collaboration and Teamwork

EDUCATION

Senior Secondary (Humanities)

Haryana Board

2020-21

Bachelor in Business Administration (BBA)

DCRUST, Murthal (Sonipat)

2021-2024

LANGUAGES

Hindi

English

PROFILE

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required. I am an organised, efficient and hard working person, and am willing to discover and accept new ideas which can be put into practice effectively. I am a good listener and learner, able to communicate well with a group and on an individual level. I am able to motivate and direct my talents and skills to meet objectives.

WORK EXPERIENCE

Executive in Accounts & Finance

FIMS HOSPITAL ,Sonipat
(run by Frank Lifecare Pvt Ltd)

May 2023-Present

- Maintain record of all credit patients.
- Follow up with different Departments (internal) and Insurance TPAs for payment queries through mail and different portals.
- Settle the payment as per the MOU of the hospital.
- Bank Reconciliation on daily, monthly and quarterly basis.
- Rectify the staff salary prepared by HR department.
- Prepare Doctor Sharing for incentives and bonus.
- Prepare financial statements.
- Prepare Canteen Bill (outsourced) for the patients diet provided.

TECHNICAL SKILLS:

- MS OFFICE : WORD, EXCEL, POWERPOINT.
- ADVANCE EXCEL : PIVOT TABLE, FILTER, SORT, IF, SUM, VLOOKUP
- ACCOUNTING BASED HOSPITAL ERP SOFTWARE : SHIVAM NEOSOFT
- EMAIL : FILTERS, FOLDERS.
- SOCIAL MEDIA: FACEBOOK, TWITTER, LINKEDIN, INSTAGRAM, POSTS.
- PHONE SKILLS : VOICEMAIL, FORWARDING, HOLD, RECORDING.
- PRESENTING : PUBLIC SPEAKING, POWERPOINT.
- NETWORK: WEB SURFING, TROUBLESHOOTING, CYBERSECURITY.
- MARG ERP 9+ SOFTWARE.