

ANKIT MAITY

Accountant with 7 years experience

Contacts:

Address: Deira, Dubai.

Mobile: +971555123236

Email:

ankitayaan12@gmail.com

Visa status: Visit Visa
(expire July).



Key Skills:

- Financial statements & reporting.
- Accounting receivable & payable.
- Internal Auditing.
- Medical billing in hospitals software.
- Planning.
- Knowledge of VAT.
- Budgeting

Work Experience

R.R IMAGING – Senior Accountant

Nov 2022 – May 2024.

(Ranchi, India)

- Reporting to director and CA.
- Handling journal and ledger and bank entries.
- Handling collections cash/bank and cheques payment.
- Preparing financial statements and auditors requirements.
- Making P/L account monthly basis.
- Discuss and plan budget of the company.
- Check supplier invoices and maintain on monthly basis.
- Maintain bills and invoices record in files on monthly basis.
- Making salary sheet, offer letter, experience certificate of employees.
- Meeting with client for purchase order.

Pulse Superspeciality Hospital – Accountant

Jan 2022 – Nov 2022.

(Ranchi, India)

- Reporting to Senior Accountant Manager.
- Preparing financial statements and bank reconciliation statement.
- Handling journal and ledger and day to day entries.
- Maintain patients bill details and invoice record in files day to day.
- Handling cash/bank payment.
- Review salary of employees.
- Handling collection and payments.
- Handle the billing counter and manage the patient.

Orchid Medical Centre – Assistant Accountant

Nov 2019 – Mar 2021

(Ranchi, India)

- Reporting to operation Manager.
- Handling journal and ledger and day to day entries in tally and Excel.
- Maintain and invoice record in files day to day.
- Handling cash/bank payment.
- Handling collection and payments.
- Make salary sheet of employees

- Make monthly P/L account and liability of the company.
- Group meeting with seniors weekly.

Singhal Enterprises – Site Accountant.

(Ranchi, India)

Nov 2018 – Nov 2019

- Reporting to Senior Accountant Manager.
- Preparing financial statements, MIS Report and bank reconciliation statement.
- Handling journal and ledger and day to day entries.
- Maintain and invoice record in files day to day.
- Handling cash/bank payment.
- Check supplier loading and unloading materials.
- Handling collection and payments.
- Make salary sheet of employees.
- Make monthly P/L account and liability of the company.

K.P.M.H & Co – Accountant

(Ranchi, India)

Apr 2017 – Nov 2018

- Reporting to CA.
- Handling journal and ledger and day to entries.
- Handling petty cash.
- Preparing financial statements.
- Check supplier invoices and maintain on monthly basis.
- Maintain bills and invoice record in files day to day.
- Deposit cash and cheque payment in bank.

Educational Qualification

- **Master (M.com) – Doranda College, Ranchi (Jharkhand) -2020-2022.**
- **Graduation (B.com) – Doranda College, Ranchi (Jharkhand) – 2017-2020.**
- **Intermediate (I.com) – P.K Roy Memorial College, Dhanbad (Jharkhand)- 2015 – 2017.**
- **Matriculation – ST, Mary’s Day school, Gomoh (Jharkhand) -2015.**

Computer And Accounting Software

- MS office (Excel, Word)
- Tally ERP9/ Prime
- **Hospitality software (HMS/ JSPL & EHR).**

Personal Details

Date of Birth: 15th August 2000
Nationality: Indian
Language Known: English & Hindi.
Gender: Male.

Declaration

I hearby declare that above information is correct to the best of my knowledge and believe.