



**MEGHA
UNNIKRISHNAN**
Administrative Assistant

C O N T A C T S

PHONE NUMBER

0566182154

EMAIL

michukrishna10@gmail.com

ADDRESS

Liwa Street, Abu Dhabi, 2419,
United Arab Emirates

A B O U T M E

I am a committed Administrative Assistant in Health care, having solid 4years and 10 months of experience in Administration by handling background working in busy office environments. Offers exceptional clerical and operational support to Health professionals. Strong communication and interpersonal skills with astute judgment when performing diverse daily tasks. Highly skilled at managing office supplies, paperwork, and project requirements.

L A N G U A G E S

Malayalam

English

Hindi

Tamil

H O B B I E S

- Travelling
- Cooking
- Learning
- Singing
- Dancing

P E R S O N A L D E T A I L S

Date of birth:

30/05/1987

Nationality:

Indian

Visa status:

Employment visa until 07/08/ 2021

W O R K E X P E R I E N C E

**QUALITY ASSISTANT – AUDITEE
(JAWDA TASNEEF AUDIT)**

Audhabi

Ahalia Medical Group UAE
Jun 2019 - Present

Internal checking of patient's hospital waiting time daily as per DOH Performance indicator. Monthly data validation and corrections if any and submission to Medical Records Department.

**MEDICAL ADMINISTRATION
COORDINATOR**

Abudhabi

Ahalia Medical Group UAE
Jul 2017 - May 2019

Medical Administration Secretary

Front desk management, attending phone calls, Management monthly review and emergency meeting arrangements, Medical representatives monthly appointment scheduling and collection of their yearly registration fee.

HR coordinator

Arrangements of interviews, Staff joining, Orientation, Training and its documentation, evaluation at the time of renewal.

ADMINISTRATIVE ASSISTANT

Palakkad

Ahalia Foundation Eye Hospital
Jan 2016 - Jul 2017

Purchase Officer

Monitoring stock levels and identify purchase needs, Research potential vendors, taking quotations, negotiation for best price, handling communications with suppliers by phone and email, making purchase orders (PO), tracking orders and timely delivery, purchase reutrn, payment settlements, maintain proper records of invoices and contracts.

Administration Coordinator (Regional Centers)

Daily Information System to the management, Deals with legal documents related to RCs (Hospital license, building agreements, staff accommodation agreement), Assistance for preparation of Doctors and counselors incentives on surgery basis, arrangements of RCs Admin's monthly meeting for performance evaluation, minutes taking and reporting.

ASSISTANT ACCOUNTANT

Thrissur

Stepping stone consultancy
May 2013 - Aug 2014

Providing support to the accounts department, Maintain financial records for subsidiary companies by analyzing balance sheet and general ledger accounts, Bank reconciliation, Accounts receivables and payables, fixed asset depreciation calculation.

ACCOUNTANT AND CASHIER

Thrissur

Airtel Active X
May 2008 - Apr 2011

Accountant and cashier

Cash collection and bank deposit daily, record receipts and payments and make tally daily basis, issue cheques for accounts payables, Maintain proper records of bill book, invoices, cheques, account statements and reports, monthly cash inflow and outflow statement submit to the management for accounting purpose.

Customer service and sales coordinator

Identify, contact, and build and maintain relationships with prospective customers. Conducting meetings for sales executive weekly evaluation and provide new sales techniques to them for sales promotion. Find out correct customers for new plans introduced by the company on time. Attending phone calls, checking mails.

E D U C A T I O N

2008

BACHELOR

Maya College, Thrissur

Successfully Qualified Degree of Bachelor of Commerce (B com) in April 2008

2021

MASTER'S DEGREE

ACE college, Palakkad

Doing Master Degree in Accounting

S K I L L S



I N T E R N S H I P S

ACCOUNTS ASSISTANT

Thrissur

Institute of Professional Accountants
Jun 2010 - Dec 2010

Successful completion of intensive training in Manual and Computerized Financial Accounting:

- Accounts Management
- Inventory Management
- Tax Management
- Payroll Management
- MIS Reporting
- Tally. ERP 9.0
- QuickBooks
- Peachtree

C O U R S E S

**CERTIFIED PROFESSIONAL FOREIGN
ACCOUNTS (CPFA)**

IPA Thrissur
Jan 2011