



Gladson K Philip

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Mob: 0555992084, 0501045856

RESUME

Career Objective

Self-determined and self-motivated individual with sense of responsibilities and organizing ability with initiative and drive. To take challenging assignments and this will enable me to discharge my duties diligently and to the complete satisfaction of my superiors.

Professional Skills

- Over 11 years Healthcare Administration, Accounting and Marketing experience.
- Supervise the Clinic's Day to day operations.
- Introduce and implement quality culture.
- Superb presentation and training skills.
- Excellent problem solving and analytical skills.
- Proven organizational and time management skills.
- Proven ability to train and lead others to successfully complete objectives.
- Expertise in Microsoft Excel and Word.

Employment History

PHIL AND PHIL ACCOUNTANTS

Job Position: **SENIOR ACCOUNTING CONSULTANT**

Location: Dubai

From 07/01/2020 to Till Date

RESPONSE PLUS MEDICAL SERVICES (a Unit of VPS Healthcare)

Job Position: **ASSISTANT MANAGER-MARKETING & BUSINESS DEVELOPMENT**

Location: Dubai

From 26/12/2017 to 25/12/2019

METRO MEDICAL CENTRE

Job Position: **GENERAL ACCOUNTANT & BRANCH IN CHARGE**

Location: Ajman

From 13/02/2013 to 11/12/2017

PAULS ENGINEERING COLLEGE

Job Position: **ACCOUNTANT**

Location: Pondicherry, India

From 11/07/2011 to 30/04/2012

CHARTERED ACCOUNTANT FIRM

Job Position: **ACCOUNTS ASSISTANT**

Location: Punalur, Kerala, India

From 01/04/2009 to 05/06/2011

Job Profile

- Assisting for managing the overall business development and market expansion strategies of the allocated geography.
- Executing sales strategies, Marketing campaigns, Process improvement initiatives.
- Managing Site Clinics Operations.
- Coordinating with the potential clients/implementing client retention strategies.
- Conducting market research/Competitor analysis & implementing appropriate performance improvement techniques to comply with the business objectives.
- Thorough understanding of promotional and advertising activity.
- Coordinating company representation at relevant conferences and exhibitions.
- Administering new projects and Tender works.
- Introducing the company to new customers.
- Developing relationships with media partners.
- Monthly closings and preparation of monthly financial statements.
- Preparation analysis of accounts as requested.
- Preparation yearend closings.
- preparation budgets and forecasts.
- Payroll administration.
- Monitor and resolve bank issues including fee anomalies and check differences.
- Preparation monthly petty cash reports.
- Account/bank reconciliations.
- Review and process expense reports.
- Internal Audit.

Academic Qualifications

Master of Commerce (Finance)	- M.K. University, Madurai, India
Bachelor of Commerce	- Kerala University, India
+2 (Commerce)	- Higher Secondary Board, Kerala, India
SSLC	- Kerala Board, India
Computer Skills	: Tally ERP 9, MS Office

Personal Details

Date of Birth	23 August 1987
Sex	Male
Marital Status	Married
Religion	Christian
Nationality	India
Driving License	UAE, INDIA
Visa Status	Having Residence Visa

Declaration

I here by declare that all the furnished information's are true to the best of my Knowledge and belief.

Gladson K. Philip