

VISHNU.VIJAYAKUMAR

@ vishnuvkp91@gmail.com

+971547992759

Dubai, UAE

<https://www.linkedin.com/in/vishnu-vijayakumar-nr-373686282>



Objective

Dedicated accounting and billing professional with 10 years of experience in hospital operations, finance, customer relations, and team coordination. Seeking a challenging position that utilizes my skills while supporting continuous professional growth and contributing to organizational success.

Experience

Royale Hayat Hospital , Kuwait

Dec 2015 - Dec 2025

Accountant cum Admin Officer

- Processed payments via cash, cheque, and card transactions.
- Issued receipts and refunds in accordance with customer requirements.
- Prepared payroll and managed salary transfers.
- To Prepare the Commission based fee on the Doctors in every month.
- Monitored and followed up on outstanding balances to ensure timely payments.
- Prepared and dispatched invoices for Owner Family / VIP clients.
- Checking if a insurance policy was active at the time of an incident and confirming what is covered
- Patient care Coordination (Quality improvement)
- Operation and Facilities Management(Daily workflow, Maintenance).
- Identifying and mitigating safety or financial risks.
- Preparing and sending the physical or digital insurance documents to the client.

Surya Petroleum , Kerala

Jun 2014 - Dec 2015

Account Assistant

- Managed daily communication and resolved accounting-related queries.
- Prepared statutory accounts and maintained accurate financial records.
- Ensured correct payment entries and reconciliation.
- Handled sales, purchase, and journal entries using spreadsheets.
- Recorded and filed cash transactions.
- Processed invoices and maintained organized filing systems.

Elamgulam Service Co-operative Bank, Kerala

Dec 2011 - Apr 2014

Assistant Loan Officer

- Accepted and reviewed loan applications.
- Served as the primary point of contact for loan clients.
- Completed and filed loan-related paperwork.
- Oversaw closing documentation and ensured accurate filing.
- Performed general office administration tasks.



Education

Mahatma Gandhi University, Kerala

2011

Bcom with Co-operation

First class



Skills

- Billing & Invoicing
- Accounts Receivable
- Cash Management
- Customer Relationship Handling
- Financial Documentation
- Loan Processing
- Data Entry & Record Management
- MS Office (Excel, Word, V lookup)
- Tally ERP , Tracare



Languages

English Tamil Arabic Malayalam



Reference

Mr.Shiju Joseph - Royale Hayat Hospital

Finance Manager

Shijujoseph@royalehayat.com

66574108