

Yamuna N

 yamunanithiyanandam1990@gmail.com |  +91 78678 16018

 Pollachi, Tamil Nadu

Career Objective

Detail-oriented and dedicated professional with over 6 years of experience in hospital accounting, insurance and administration. Skilled in GST compliance, payroll management, insurance claim processing, and financial reporting. Seeking a challenging role in healthcare finance, insurance or administration where I can leverage my expertise to enhance operational efficiency and support organizational growth.

Professional Experience

Prema Hospital, Pollachi | 6 Years

Senior Accountant

- Managed complete hospital accounts using Tally ERP9
- Oversaw GST filing, TDS, IT returns, and monthly payroll
- Processed health insurance claims and coordinated with TPA
- Reconciling bank, card statement and insurance settlement
- Supervised pharmacy inventory and vendor payments
- Handled staff attendance, salary processing, ESIC documentation
- Managed all cash and bank transactions, ensuring accuracy and compliance

Intelenet Global Services Pvt Ltd | 1 Year

Customer Support Executive

- Promoted SBI credit cards and resolved customer queries
- Acted as Group Leader, mentoring junior team members

IDBI Federal Life Insurance Company Ltd | 6 Months

Team Leader

- Generated ₹3 lakh in business within 2 months
- Provided solutions for team-based sales and performance issues

PMR Info Solutions | 2 Years

XML Operator

- Delivered XML formatting and content support for publishing clients
- Trained new team members and maintained client communication

Skills

- Accounting & Compliance: Tally ERP9, Payroll, IT Returns
- Software Proficiency: MS Word, Excel, PowerPoint, MATLAB, HTML, XML
- Administrative Expertise: Insurance Claims(from pre-authorisation to final settlement), attendance
- Team Skills: Leadership, Coordination, Client Communication

Education

Paavai College of Engineering, Namakkal – 2012 – 86.9%

B.E. in Electronics & Communication Engineering

Tmt. Rukkmaniammal Hr. Sec. School, Pollachi – 2008 – 83.25%

HSC

Subash Vidhya Mandir Matriculation School, Pollachi – 2006 – 75.18%

SSLC

Languages Known

- Tamil – Read, Write, Speak
- English – Read, Write, Speak