



# BHAVYA RAO

## Profile

Aiming to use my abilities to successfully fulfill the position at your company. My enthusiasm to learn new skills help your company meet its milestones.

## Experience

### 2022-Present

Duo Prime Care Medical Center ,Musaffah, Abudhabi

#### Receptionist & Accountant

- Serves patients by greeting helping them, scheduling appointments, and maintaining records and accounts.
- Receive and direct phone calls, make file and update patient records.
- Handle billing process.
- Manage all accounting transactions.
- Contributes to learn effort by accomplishing related results as needed.
- Calculating employees monthly payroll.
- Maintain all staff and patient files in the company database.

### 2021-22

Reach2World, Abudhabi

#### Telecaller & Receptionist

- Great the people, collecting the details and assisting.
- Responsible for all the administration work which includes ,telecalling, marketing, documentation and filing.
- Providing relevant information about visas.
- Providing best immigration services and care for all the requirement.

### 2020-21

Bhat Sharma & Associates

#### Audit Assistant

- Preparing and filled tax returns of Companies, Partnership firms and Individuals.
- Preparing periodic returns under GST laws.
- Preparing financial statements complying with the accounting standards and the Companies Act.

## Personal Details

Marital Status : Married  
Date of Birth : 04-02-1998

Visa Status : Spouse Visa  
Nationality: Indian

## Contact

### Phone

+971547984378

### Email

indukarthik198698@gmail.com

### Address

Hamdaan street, Abudhabi

## Education

2015-18

Bachelor of Commerce from  
Mangalore University

2013-15

PreUniversity at StCecily's  
Composite PU College

2013

Nittur Highschool (KSEEB)

## Expertise

MS-Windows, MS-Word, MS-Excel  
MS-Powerpoint, Internet

Tally ERP9 with GST

IT Help Desk trained in PMKVY

## Language

English

Hindi

Kannada

Tulu