



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.

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

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,documentationandfiling.
- 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 standard and the Companies Act.

Personal Details

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

Visa Status : Spouse Visa
Nationality: Indian