






BHAGYA PRASANNAN

Process Associate

To secure a promising, successful and challenging career in reputed organization where my knowledge and skill can be effectively applied, enabling me to explore myself fully and realize my full potential.

 sobhaprasannan0@gmail.com

 0509086952

 SHARJAH, UAE

WORK EXPERIENCE

Office Administrator

TAIER AL HUDHUD TECHNICAL CONTRACTING LLC Sharjah.

12/2021 – 07/2022

United Arab Emirates

Ensuring efficient operation of business tasks by managing emails, letters and all form of correspondence.

Senior Associate

SHRIMATHI S. R. M. D. H. R.

05/2019 – 08/2021

Trivandrum, India

Developing and maintaining a track system of account receivables.

Senior AR Associate

HS. S. MS. R. H.

01/2017 – 08/2018

Kerala, India

Follow up on all returned , correspondence, denials, and account reconciliations.

AR Associate

R. H.

01/2016 – 12/2016

Kerala, India

Developing and maintaining a tracking system of incoming and late payments.

EDUCATION

BTech

Cochin University

03/2011 - 04/2015,

Kerala

Courses

– Computer Science

Plus Two

Plus Two St. Elizabeth Joel CSIEMHS

03/2011,

Attingal

State syllabus

– Marks- 76%

Xth

Sivagiri Sreenarayana Senior Secondary

03/2009,

Varkala

CBSE

– Marks- 72%

SKILLS

Microsoft Excel

Word

Strong communication skills

Complex problem solving

Mathematical skills

Accuracy, efficiency and accountability

Effective time management

Leadership skills

ACHIEVEMENTS

Best Performer of the year 2016

Maximum collections

LANGUAGES

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

CERTIFICATIONS

C++

JAVA

MS OFFICE

OpenGL

OTHER DETAILS

Date of Birth

04 May 1993

Nationality

Indian

Marital Status

Married

Visa Status

UAE Residence Visa