



# 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](mailto: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

SHARJAH TECHNICAL CONTRACTING LLC Sharjah.

05/2019 – 08/2021

Trivandrum, India

Developing and maintaining a track system of account receivables.

### Senior AR Associate

SHARJAH TECHNICAL CONTRACTING LLC Sharjah.

01/2017 – 08/2018

Kerala, India

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

### AR Associate

SHARJAH TECHNICAL CONTRACTING LLC Sharjah.

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