



BHAGYASREE BHASY

Accountant

Contact



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Dubai, U.A.E

Visa status - Spouse Visa



About Me

I am an MBA Graduate (specialized in Human Resource Management and Financial Management) and I wish to seek continuous professional growth as a competitive personal in Human Resource in a progressive organization where I can share my knowledge and effectively use my competencies and talents.

Skills

- Microsoft office
- Tally Peachtree VB
- C++,C, Java, SQL, PHP,RDBMS
- Negotiation
- Critical Thinking
- Leadership



Education

- **MBA**
M.G University 2012
- **Diploma in Computerized Financial Accounting**
Accounts service society 2010
- **BSc Computer Science**
University of Calicut 2010



Experience

- **ACCOUNTANT**
SK group of company 2021-2023
Proficient in Microsoft Office Suite and Outlook with advanced proficiency in accounting software including Tally ERP 9, Tally Prime, and Traces.

Update accounts receivable and issue invoices.

Update accounts payable and perform reconciliations.

Assist senior accountant officers in various projects.

Handling monthly, quarterly and annual closing.
- **Billing, purchasing and accountant**
Blink and bites restaurant 2019-2021
Greeting customers in professional manner.

Listening to their needs and queries and make sure that they get what they need.

Petty cash handling

Make sure that all the checklist for the day is met.

Updating stock list.
- **Teacher**
Universal Empire Institute of Technology 2011-2012
Handling classes of MBA IT Subjects



Projects

- **Organisation Study**
A study on implementation of performance aprisal among nursing staff
- **IT project**
Student tracing system