

# CURRICULUM VITAE



**RAMYA DHEERAJ BHAT**

Deira, Dubai.

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## -----Profile Summary-----

Proven multi-tasking skills through 14 years of experience as Receptionist, Admin Assistant, customer service, travel coordinator in all companies, also experienced in maintaining office equipment, office Documents and filing works. Received best employee awards, many prizes and maintained good relationship with all companies as a proof in India and now wanted to explore the experience in Dubai and seeking for a job.

## -----Domain Expertise-----

- |  |                                    |
|--|------------------------------------|
| ● Front office Management                    | ● Employee coordination            |
| ● Customer Relation                          | ● Stock Management                 |
| ● Travel Arrangements                        | ● Accounting management (A/P &A/R) |
| ● Scheduling, Calendaring                    | ● Management Reports Generating    |
| ● File Management, Office equipment Handling | ● Cash Handling                    |

## -----WORK EXPERIENCE-----

- Currently Working in Evolution Group as Receptionist, Admin Assistant, MD Secretary and also in charge of Accounts receivables from Feb 2019 to Dec 2019.
- Worked in Mabeaat (Sister concern of Hadaf Al Khaleej commercial services LLC), as a telecaller from May 2018 to Nov 2018, Dubai
- Worked in Apna Holidays in multiple tasks as a Receptionist, Admin assistant and Travel consultant from June 2015 to March 2018, Mangalore.

- Worked in Maclellan Integrated Services Pvt Ltd,(For onsite client Airtel Enterprise Services South Zone head office)in multiple task as a Receptionist, Admin assistant and Travel coordinator for Managerial Levels from Nov 2007 to Mar 2014, Bangalore.
- Worked in HBL Global Pvt Ltd (Sister Concern of HDFC Bank) as “Processing Executive” from June 2005 to Oct 2007, Bangalore.

----- **PERSONAL DETAILS** -----

**Academic qualification:** BCom.

**COMPUTER SKILLS:**

Operating Systems: MS Windows 98/2000.  
Packages: MSWord, MS Excel, MS power point, Tally 8.1 and 9.0.

**Languages Known:** English, Hindi, Kannada, Tulu, Tamil and Telugu

**Visa Status:** Husband Sponsor Visa

**Passport Number:** P6064536

**Emirates ID:** 784198457068702

Date:

Place: Dubai

(RAMYA DHEERAJ BHAT)