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| |  | | --- | | Chaitra Bhat | |  | | Accounts Executive | |  | | **Phone:**  +91 9108597850 | | **Email:**  chaitrabhat09 @gmail.com | | **LinkedIn:**  https://in.linkedin.com/in/chaitra-bhat-872b08164 | |  |  |

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| Profile |
| 1 |
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| Enthusiastic and energetic person. Skilled at accounting, Tally ERP, Taxes, Communication and Teamwork. Have been a part of accounting team at Netradhama Hospitals. Have an aspiration to contribute to the Indian economy and the society by my knowledge, skills and energy. Looking for a challenging role and to serve the organization to the best of my ability. |

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| Work Experience |
| 1 |
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| **July 2017 – Current**  **Netradhama Hospitals Pvt Ltd**  **Bangalore, Karnataka** A super specialty hospital serving thousands of patients with quality eye care, cutting edge technology and highly skilled doctors. The hospital has multiple branches located at different areas in Bangalore, Mangalore and Mysore. |
| nethradhaama logo.jpg |
| |  | | --- | | * Have handled small reimbursements for the employees (Petty Cash) * Have worked on raising sales invoices and receipt raising * Managed vendor payments through online and by cheque * Have been responsible for preparing Bank Reconciliation Statements on Tally ERP * Have been preparing and processing Monthly Income Statements for the company |   **Accounts Executive** |
| **Purchase Executive**   |  | | --- | | * Verification of indent and raising purchase order * Issuing of materials as ordered, bill processing of materials received * Stock verification and planning * Maintaining records and files related to purchasing activity | |
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| Education | |
| 1 | |
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| **Bachelor of Commerce** | |
| Dharwad University  Sirsi, Karnataka | Graduated, April 2014-17  Percentage **81%** | |
| **Pre University Course** | |
| Dept of PUC, Karnataka  Sirsi, Karnataka | Completed, April 2012-14  Percentage **82%** | |
| **SSLC** | |
| KSEEB, Karnataka  Sirsi, Karnataka | Completed, April 2011-12  Percentage **78%** | |
| |  | | --- | | Skills and Tools | | 1 | |  | | * Data entry, validation and verification using **Tally ERP9** * Microsoft **Office** * **SQL** Basics  |  | | --- | | Languages | | 1 | |  | | * English    - Proficient * Hindi       - Proficient * Kannada - Native speaker | | | | |
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