
SANDHYA KAMTAM

Hyderabad, India 502307 • 9076062434 • sandhya.harshit2015@gmail.com

PROFESSIONAL SUMMARY

Knowledgeable about Preparing invoices, processing payments and pursuing past-due balances. Well-versed in accurately coding different types for bills for clear record keeping and tracking.

Skills

- | | |
|-----------------------------------|-------------------------------|
| • Customer Contact | • Office Equipment |
| • Medical Billing and Collections | • Microsoft Excel |
| • System Updates | • Billing System and Software |
| • Records preparation | • Microsoft Word |

WORK HISTORY

Billing Executive, 12/2020 – 11/2022

Imagine Marketing India Pvt. Ltd. – Mumbai, India

- Processed and verified invoices to secure accuracy of billing information.
- Contacted clients with past due accounts to formulate payment plans and discuss restructuring options.
- Answered calls, emails, and faxes as per day, responding to customer inquiries, resolving problems, and informing customers about new products.
- Generated monthly invoices for customers in multiple formats to provide transparency.
- Kept track of outstanding invoices and assisted with collections.
- Entered data into the tally software system, including payments, account information also entered invoices in SAP System and in Finac software system.

Office Assistant, 11/2008 – 08/2018

Star's Cosmetics India Pvt. Ltd. – Mumbai, India

- Completed Clerical tasks such as filing, copying, and distributing mail.
- Interacted with customers by phone, email, or in-person to provide information.
- Maintained and updated office records, both digital and physical.
- Welcomed office visitors and alerted staff to arrivals of scheduled appointments.

- Managed daily data entry and kept clerical information accurate and up-to-date.

EDUCATION

Master of Arts: Sociology, 04/2010

Kalina University – Mumbai, India

LANGUAGES

Telugu - Advanced

English - Intermediate

Hindi - Upper Intermediate

Marathi - Upper Intermediate