

NAYANA R
E-Mail ID: gnayana466@gmail.com
Contact Number: +91-6360459857
Address: No 29 16th cross Mts Layout
Gnanabharathi stage 2, kengeri satellite town
Bengaluru - 560060

OBJECTIVE

Seeking a challenging and responsible position in a professionally managed organization where I can utilize my skills and expertise by contributing effectively for the success of organization and also to improve my personal and professional skills.

SUMMARY

- ❖ Worked as **Accounts Assistant at Vishal Infrastructure Limited**, Bangalore from July 2018 to April 2021.
 - ❖ Worked as **Front Desk Executive & Surgical Coordinator at Shekar Eye Hospital**, Bangalore started from July 2021 to October 2023.
-

WORK EXPERIENCE

ACCOUNTS ASSISTANT

- Maintaining all kind of payments and uploading payments in bank portal like vendor payments, employee payments and statutory payments.
- Preparation of Bank Reconciliation statement & cash in hand reports at end of the month.
- Preparing & posting monthly journals and month end accruals.
- Managing and entering receipts from the customers.
- Vendor Reconciliation.
- Petty cash handling, employee expenses reimbursements and settling cash advances.
- Review the details provided by the managers and prepare invoices to clients.

SURGICAL CO-ORDINATOR

- Guide patients through the surgical intake process.
- Providing patients with pre and post operative instructions.
- Scheduled patients appointments in respective doctors calendars and followed up with reminder phone calls.
- Responding to patients questions and concerns.
- Giving new patients paperwork to fill out, putting together their medical charts and verifying their insurance information.
- Assisting patients with their documents and sign-in procedures.
- Ensuring all surgical cases are scheduled in a timely manner as per surgeons directions.

FRONT DESK EXECUTIVE

- Managing the reception area and ensuring the office is neat and tidy.
 - Greeting and welcoming Patients and visitors courteously and professionally.
 - Handling incoming and outgoing mail ,Calls and packages.
 - Taking care of general everyday tasks like scheduling appointments, organising files and maintaining office supplies.
 - Handle the front desk and maintain visitor records.
 - Maintaining outpatient registration and procedure Billings.
-

SKILLS

- Communication skills
 - Adaptability
 - Team work
 - Flexibility
 - Responsibility
-

CERTIFICATION COURSE

- Basic Computers Skills – Fundamentals, MS OFFICE, MS EXCEL, MS POWERPOINT, WINDOWS Completed 3 months Course form Girija shankar Institute of Computers, Bangalore.
-

EDUCATIONAL QUALIFICATION

Education - SSLC
School Name - Gnana Jyothi High School
Board - Karnataka Secondary Education
Year Of Passing - 2013

Education - PUC (Pre University College)
College Name - Frank Comp PU College
Board - Department of Pre- University
Year Of Passing - 2015

Education - BCOM (Bachelor of Commerce)
College Name - Maharani Arts, Commerce And Management College For Womens
Board - Bangalore University
Year of Passing - 2018

HOBBIES

- Drawing
- Cooking
- Photography
- Hiking

PERSONAL DETAILS

Fathers Name	- Rangashamaiah H
Date Of Birth	- 16-04-1998
Gender	- Female
Martial Status	- Married
Language Known	- English, Kannada, Hindi