

**Address**

Karama, Dubai

Contact

0505731434

pariyarathodichikku@gmail.com

Date of Birth

11.05.1999

OBJECTIVE

Seeking a challenging position to utilize my skills and abilities in an organization provides exciting and satisfying career

SKILLS

> Communication > Ability to multitask > Teamwork > Decision Making > Willingness to learn new methods and systems
> Highly organized with great time-management skills. > Flexibility > Ability to manage multiple priorities > Planning and Organizing

SOFTWARE SKILLS

Microsoft Office 

LANGUAGES

English 

Tamil 

Malayalam 

Hindi 

VISHNU S R

Sales/Product/Service & Marketing/Logistics & Warehousing

EDUCATION

06.2017 - 06.2020

University Of Calicut ,Kerala, India

Bachelors Of Business Administration

EXPERIENCE

06.2020 - 06.2021

Apple Traders, Mannarkkad, Kerala

Billing Staff

- Creating and issuing invoices to customers. Monitoring all payments and preparing monthly billing reports.
- Collect all information needed to calculate bills receivable (order amounts, discount rates etc.)
- Receive payments through various methods (cash, online payments etc.) and check for credibility
- Updating accounting records with issued invoices, processed payments, new balances, and customer contact information
- Send reminders for payments and contact customers when assigned
- Inform clients on their outstanding debts and deadlines.

07.2020 - 09.2020

Blue Dart , Kochi , India

Sorting Executive

- Perform work at the central hub loading trailers and sorting packages.
- Perform online and offline processing of MICR documents to meet very strict deadlines.
- Sort and scan packages to be ship from the central hub location to individual posts.
- Sort and secure mail containing checks, correspondence and other account information using MICR imaging.
- Scan product with a RF scanner into the system and place into boxes, totes, and onto skids.