

KAPIL VERMA

Billing Operator | Office Assistant

Mobile: +91 7503699401

Email: vermakapil986@gmail.com

Location: Chandigarh, India

PROFESSIONAL SUMMARY

Experienced and detail-oriented **Billing Operator** with over **3 years of hands-on experience** in retail hardware and mill store environments. Skilled in handling end-to-end billing operations using **BUSY accounting software**, GST billing, invoice preparation, sales and purchase entries, and daily/monthly report maintenance. Known for accuracy, speed, and reliable customer handling at high-volume billing counters.

CORE SKILLS

- Counter Billing & Invoicing
 - BUSY Accounting Software
 - GST Billing & Compliance
 - Sales & Purchase Entry
 - Payment & Receipt Management
 - Daily & Monthly Sales Reports
 - Basic Stock & Rate Verification
 - Computer Operations
 - Customer Handling
-

WORK EXPERIENCE

Billing Operator

Balaji Hardware & Mill Store, Industrial Area, Phase-2, Chandigarh

December 2022 – Present (3 Years)

- Handling complete billing operations using **BUSY software**
- Generating GST invoices for cash and credit customers
- Ensuring accurate tax calculations and GST compliance
- Maintaining daily sales, purchase, payment, and receipt entries
- Preparing daily and monthly billing reports for management
- Assisting in basic stock checking and item rate verification
- Resolving customer billing queries efficiently
- Maintaining proper billing records for audit and reference

EDUCATION

CITS – Computer Software Application (CSA)

Craft Instructor Training Scheme (CITS), **2022**

ITI – Computer Operator & Programming Assistant (COPA)

Industrial Training Institute (ITI), **2021**

Senior Secondary (12th) – English Medium

National Open School, **2018**

Secondary (10th) – English Medium

CBSE, **2016**

HOBBIES & INTERESTS

- Exploring computer hardware and troubleshooting systems.
 - Enhancing typing speed and proficiency in billing software.
 - Organizing data and maintaining digital files efficiently.
 - Staying updated with latest technology and software trends.
-

LANGUAGES KNOWN

- Hindi
- English