



## RISHITH P.K

### Experienced in Operations Executive

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## Summary

Possessing excellent analytical skills and a strong aptitude for managing financial transactions, I am well-prepared to handle billing operations efficiently. Equipped with a solid understanding of invoicing, payment processing, and relevant software applications. Focused on ensuring accuracy and timeliness in billing procedures to support financial stability and customer satisfaction.

## Experience

### ST COURIER PVT LTD

#### Operations Executive

Kannur, Kerala

07/2024 - 09/2025

- Making bills at the start of the month for the consignments sent by different companies through our courier.
- Giving purchase orders.
- Issuing a credit slip to multiple franchises after they have completed their payment.
- Checking the payments that have been received from various parties.
- Updating bank statements every day in Tally software.
- Collaborated with various departments to resolve discrepancies in billing data, maintaining a high level of accuracy for all invoices generated.

## Education

### BBA-SPECIALIZED IN LOGISTICS AND PORT MANAGEMENT

Mangalore, India

YENEPOYA DEEMED TO BE UNIVERSITY

2021 - 2024

### HIGHER SECONDARY (CBSE BOARD)

Kannur , Kerala

CHINMAYA VIDYALAYA

2021

### MATRICULATION (CBSE BOARD)

Kannur , Kerala

CHINMAYA VIDYALAYA

2019

## Internship

### VRL Logistics Warehouse

Bangalore,India

Monitoring stock levels, conducting stock counts, and ensuring accuracy in inventory records. Properly organizing and labeling incoming items. Assisting with receiving and storing incoming items

02/2024- 04/2024

## Skills

❖ Logistics Operations

❖ Data entry proficiency

❖ Port working and logistics management

❖ Supply chain management

❖ Invoice management

❖ Warehouse management

## Languages

English

Hindi

Malayalam