

# RISHITH PK

## Logistics Assistant

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Al Ras Deira, Dubai

### EXPERIENCE

#### Logistics Assistant

Kannur, Kerala

##### ST Courier Pvt Ltd

07/2024 - 09/2025

- Creating invoices for individual or bulk shipments
- Ensuring client-specific pricing agreements
- Issuing credit slip to multiple franchises after they have completed their payment
- 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
- Maintaining updated records of customer accounts and billing history.
- Monitoring payments received and reconciling them with invoices
- Following up on outstanding payments or billing discrepancies

#### Warehouse Coordinator

Bangalore, India

##### VRL Logistics Warehouse

02/2024 - 04/2024

- 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

### EDUCATION

#### BBA-Specialized in Logistics and Port Management

Mangalore, India

##### Yenepoya Deemed to be University

2021 - 2024

#### Higher Secondary

Kannur, Kerala

##### Chinmaya Vidyalaya

2021

#### Matriculation

Kannur, Kerala

##### Chinmaya Vidyalaya

2019

### SUMMARY

Experienced in Logistics Operations 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.

### LANGUAGES

**English** (Proficient)

**Hindi** (Proficient)

**Malayalam** (Proficient)

### SKILLS

Logistics Operations , Data Entry Proficiency , Warehouse Management , Invoice Management , Microsoft Excel,Word,Outlook, Communication Skills , Time Management , Problem Solving