



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

Kannur, Kerala

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

06/2024 - Present

Skills

◆ Logistics Operations

◆ Data entry proficiency

◆ Port working and logistics management

◆ Supply chain management

◆ Invoice management

◆ Warehouse management

Languages

English

Hindi

Malayalam