

RISHITH PK

Operations Executive

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Al Ras Deira, Dubai

EXPERIENCE

Operations Executive

ST Courier Pvt Ltd

Kannur, Kerala
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

Monitoring and Maintaining Inventory

VRL Logistics Warehouse

Bangalore, India
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

Yenepoya Deemed to be University

Mangalore, India
2021 - 2024

Higher Secondary

Chinmaya Vidyalaya

Kannur,Kerala
2021

Matriculation

Chinmaya Vidyalaya

Kannur, Kerala
2019

SUMMARY

Experienced in Operations Executive 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