



CONTACT ME AT

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SKILLS SUMMARY

Billing

Customer Service

Budgeting and Cost Analysis

organized and punctual.

MS office

Achieving Results

Excellent verbal and written communication skills.

PERSONAL DETAILS

DOB : 17/10/1997

PASSPORT NO : P4652348

VISA STATUS : Visit Visa

NATIONALITY : Indian

LANGUAGE : Eng, Hindi, Mal

Religion : Islam

Marital status : Single

ABIR PA

SALES & BILLING

CAREER OBJECTIVE

An energetic, dynamic and positive Sales representative who can be a catalyst in driving the company's performance with an aptitude for planning and executing Sales & Marketing operation and distribution workflows to maximize process efficiency and company profits. Obtain position as Billing Specialist in a company to foster seamless accounting transactions with zero losses.

WORK EXPERIENCE

SALES & BILLING

FELLAH SILKS | MAY 2019 - 2022 JUNE

- Maintain sales activity records and reports Ensure customer service satisfaction and good client relationships.
- Receive and sort incoming payments. Manage and track incoming payments.
- Regularly update accounts receivable database.
- Inform clients on their outstanding debts and deadlines, Answer clients' equations and address problems

FINANCIAL CONSULTANT

HDFC LIFE | MAY 2017 - 2018 MARCH

- Developing financial plans to help clients achieve their long-term and short-term financial goals.
- Monitoring financial markets and economic conditions.

STORE KEEPER

K K hypermarket | MAY 2017 - 2018 MARCH

- Keeping a record of sales and restocking the store accordingly.
- Ensuring that the store is kept clean and organized.

EDUCATIONAL HISTORY

Diploma - Accounting and finance

Ministry of skill development | MAY 2016 - 2017

- Tally with GST and MS office
- Internet, Email, Browsing
- PDCFA - Professional diploma in computerized financial accounting

Higher Secondary

Kerala State | Mar 2014 - Jan 2016