

Billing Executive

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01 EMPLOYMENT HISTORY

01/2020 — 08/2021

Billing Executive at Mtc Mohammed Trading Company

Valanchery

02 EDUCATION

Jul 2020 — Present

University of Calicut

Valachery

Bachloer of Computer Application

Jan 2021 — Apr 2021

Institute of professional accountants

Delhi

Accounts and taxation

Online Study with Certificate

03 SKILLS

Customer Service

● ● ● ○ ○

Computer Skills

● ● ● ○ ○

Communication Skills

● ● ● ● ○

Fast Typing Skills

● ● ● ● ○

Ability to Work Under Pressure

● ● ● ● ○

Good Communication

● ● ● ● ○

Teamwork

● ● ● ○ ○

Ability to Work in a Team

● ● ● ● ○

Communication

● ● ● ● ○

04 LANGUAGES

Tamil

● ● ● ○ ○

Malayalam

● ● ● ● ●

English

● ● ● ○ ○

05 COURSES

Dec 2020 — Present

Web designing at Bolt iot online

06 HOBBIES

Riding,travel