



ABIN S KUMAR

Dedicated and enthusiastic individual with more than 3-year experience in billing and driving fields. Proven expertise in preparing invoices, processing payments, pursuing past due balances, strong familiarity with claims procedures, collection techniques, and customer query resolution. Adept in safe driving practices and traffic laws. Bringing forth a clean driving record as well as a career history. Now I am looking for challenging job with rapidly growing organization that can prove me with a range of goals and job objectives with in a contemporary and economical business setting.

// CONTACT

- Address : Sharjah
- Phone : +971 0558305711
- Email : abinkadavila666@gmail.com

// PERSONAL DETAILS

DOB : 08/11/1995
Passport Number : V2157302
Date of Expiry : 18/08/2031
Nationality : Indian
Marital Status : Single
Visa status : Residence Visa
Driving Licence :
Date of Expiry :

// KEY SKILLS

- ▶ Invoice generation
- ▶ Conflict Resolution
- ▶ Sales software proficiency
- ▶ Attention to Detail
- ▶ Quick Learner
- ▶ Excellent Communication Skills
- ▶ Administration Skills
- ▶ Organization Skills
- ▶ Critical Thinking
- ▶ Warehouse management
- ▶ Time Management
- ▶ Familiar with vehicle Maintenance

// LANGUAGES KNOWN

- ▶ English
- ▶ Hindi
- ▶ Malayalam

// EXPERIENCES

● SALES

Mambazham Groups, Kerala

- Greet customers.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to management.

● BILLING

Mambhazham Groups, Kerala

- Creating and issuing invoices to customers.
- Processing credit memos.
- Preparing account statements for customers.
- Following up on outstanding payments and answering customer queries.
- Monitoring all payments and preparing monthly billing reports.
- Managing account balances and resolving inconsistencies.
- Assisting the accounting department with the preparation of financial reports.

// EDUCATION

- 2017 ● **B.COM (CORPORATION)**
University of Kerala
- 2014 ● **HIGHER SECONDARY**
Board of Higher Secondary Education, Kerala
- 2012 ● **HIGH SCHOOL**
Board of Public Examinations, Kerala

// DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above mentioned particulars.

ABIN S KUMAR