

# NEETHU M G



INDIA-KERALA  
THRISSUR

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## Languages Known

- English
- Hindi
- Malayalam

## EDUCATION

- HSE

## CAREER OBJECTIVES

*Looking for a career, where I can utilize my skills and knowledge and contributing towards the success of the organization and also to improve my personal skills thereby obtaining a responsible position in an organization.*

## SKILLS

1. **Financial Management** : Proficient in accounting principles and practices with a keen eye for detail. Experience in creating, reviewing, and managing invoices
2. **Invoice Management** : Skilled in preparing, processing, and reconciling invoices using accounting software such as Tally Prime. Able to track and monitor payments, follow up on outstanding balances, and resolve discrepancies promptly.
3. **Office management.** : Customer service, accurately balanced cash drawers and reconciled discrepancies.

## FAMILIER WITH

- Invoicing
- Handling cash
- Day book keeping
- Bank transaction
- Debit and credit note
- Order taking
- Sales
- Inventory keeping
- Documentation
- Customer care

## WORK EXPERIENCE

**Cashier**, Arakkal Tharavadu Food Products, Thrissur- Kerala, India

- Demonstrated excellent customer service skills while serving customers in a high – volume retail environment.
- Processed accurate and efficient cash and credit transactions.
- Developed strong product knowledge and organized merchandise displays.

**Cashier**, Sreekarayil Welfare Marketing Pvt.Ltd. Kodungallur, Thrissur-Kerala India

- Managed customer Inquiries, complaints and requests in a professional manner.
- Accomplished daily administrative tasks such as entering data and reconciling reports,

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