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Dubai – U.A.E.

LANGUAGES:

English, Hindi & Malayalam

PERSONAL DETAILS:

Gender
Male

Nationality
Indian

Marital Status
Single

Date of Birth
15/09/2000

Visa Status
Visit Visa

Cristin Jibinesh Babu

Billing and Cash Executive

PROFESSIONAL SUMMARY:

Detail-oriented and highly organized Billing and Cash Executive with 2 years of experience in managing billing operations, processing payments, and maintaining financial records. Adept at utilizing financial software to enhance accuracy and efficiency, with a strong commitment to ensuring customer satisfaction and operational excellence.

WORK EXPERIENCE:

2 Years

Nikshan Electronics Kannur – India

Position: Billing and Cash Executive

Duties and responsibilities:

- Reconcile daily cash transactions and prepare bank deposits.
- Respond to customer inquiries and resolve billing issues.
- Maintain accurate records of financial transactions.
- Produce financial reports and assist with month-end closing.
- Prepare and send invoices to clients.
- Monitor accounts receivable and follow up on overdue payments.
- Assist in preparing financial statements and month-end closing.
- Update customer information in the billing system.
- Handle customer inquiries regarding billing and payments.
- Support senior billing executive in administrative tasks.

EDUCATION:

- Professional Diploma in Indian, Foreign and SAP Accountant (PDIFAS) - 2023
- Institute of Accountant and Book Keepers (IAB) - 2023

SKILLS:

- Sales and Marketing
- QuickBooks, SAP, Excel
- Billing and payments
- Analytical skills
- Multitasking
- Communication
- Attention to detail
- Compliance