

GAUTHAM KRISHNA MB

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Bur dubai, Dubai - UAE



CAREER OBJECTIVE

Intend to build a career with an organization with committed and dedicated people which will help me to explore my skills and fully maximize my potential . Willing to work as a key player in a challenging and creative environment to make a significant contribution in the organization.

PERSONAL DETAILS

Date of Birth : 23/12/2000
Gender : Male
Marital Status : Single
Nationality : India
Visa Status : Visit Visa
Passport No : T1837993
Date of expiry : 02/02/2029
Language : English & Malayalam

SKILLS

- Customer service skills.
- The ability to work well with others.
- The ability to accept criticism and work well under pressure.
- To be thorough and pay attention to detail.
- Excellent verbal communication skills.
- A desire to help people.
- Active listening skills.
- A good memory.

EDUCATION

- **BCOM CO-OPERATION** - 2019-2022
UNIVERSITY OF CALICUT
INDIA
- **NEBOSH-IGC** - 2023
(INTERNATIONAL GENERAL CERTIFICATE
IN OCCUPATIONAL HEALTH AND SAFETY)

WORK EXPERIENCE

- **OFFICE STAFF- 8 MONTH**
AMAZON COURIER SERVICES,EDPPAL
INDIA
- **BILLING STAFF-3 MONTH**
NIRMALAYAM RESIDENCY CHANGARAMKULAM
INDIA

DUTIES & RESPONSIBILITIES

- Send invoices and account updates to clients.
- Keep an accurate record of client accounts and outstanding balances.
- Receive, sort, and track incoming payments.
- Validate debit accounts to ensure the credibility of payments.
- Issue receipts for received payments.

DECLARATION

I hereby declare that the above statements made in this application are true and correct to the best of my knowledge and belief.

GAUTHAM KRISHNA MB