



KISHORE K

To enhance my professional skills, capabilities and knowledge in an organization which recognize the value of hard work and trusts me with responsibilities and challenges.

CONTACT DETAILS

+971 56 9658788
kumark14589@gmail.com
International City, Dubai, UAE

ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE (B. Com)

- Thiruvalluvar University-
Tamil Nadu, India

HIGHER SECONDARY

- Higher Secondary School,
Tamil Nadu, India

SSLC

- Board of Public Examination,
Tamil Nadu, India

COMPUTER PROFICIENCY

MS Office	★★★★★
MS Excel	★★★★★
Tally	★★★★★

LANGUAGES KNOWN

English	<input type="text"/>
Tamil	<input type="text"/>
Malayalam	<input type="text"/>

KEY SKILLS

Team Work	Work Ethic	Analytical skills	Leadership Quality
Decision-making	Time Management	Customer service	
Problem Solving Ability	Hardworking	Positive Attitude	Honesty

EMPLOYMENT CHRONICLE

Customer Care Executive | 2022- 2023
ISON XPERIENCES, Chennai-India

Business Development Officer | July 2023-Nov 2023
Equitas Small finance Bank, Chennai-India

KEY RESPONSIBILITIES

- Manage the entire accounts receivable process, including invoicing, collections, and customer reconciliations.
- Process customer payments and ensure accurate application to respective accounts.
- Prepare and analyse reports on accounts receivable aging, providing recommendations for enhanced collections.
- Collaborate with the sales team to verify customer information and resolve any discrepancies.
- Contribute to month-end close activities related to accounts receivable.
- Promote and sold a range of banking products to individual and Business customers.
- Achieving consistently high sales performance.
- Built strong relationship with existing customers and ensuring customer satisfaction.

PROFESIONAL SKILLS

- Sales
- Problem Solving
- Decision Making
- Positive Thinking
- Team Building
- Bookkeeping
- Fast Learner
- Financial Reporting

INTERESTS



Songs



Travelling



Reading

- Collaborate with internal teams to resolve financial discrepancies.
- Ensure compliance with accounting principles and regulatory requirements.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 04/05/2002
Nationality	: Indian
Marital Status	: Married
Passport No	: B6699466

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

KISHORE K