



WILSTON GEORGE

About Me

BBA graduate with 1 year of work experience in customer service & accounts seeking an opportunity with an esteemed organisation where I can utilize my skills and enhance learning in the field of work.



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Dubai, UAE (Visit Visa)

SKILL

- MS Excel
- Tally
- VAT Accounting

LANGUAGE

- English
- Hindi
- Malayalam
- Kannada
- konkani

EXPERIENCE

Raised on Denim Garments Comp. Bangalore (June 2022 to August 2023)

Key responsibilities :

- Handling key clients.
- Coordinating with clients , sending quotation, placing the orders.
- Attending calls & email communications.
- Follow up on orders , ensuring timely delivery to the clients.
- If there is any delay due to technical or other issues- communicating the same with clients in effective way.
- Manage all accounting transactions of clients including Invoicing ,dispatching invoicing & payment follow up.
- Opening Job files, keeping entries and closing job files on time.

EDUCATION

Bachelor of Business Administration (BBA)
Mangalore University /2017-2020

PGDCA (IN COMPUTER APPLICATIONS)
MICE-Mangalore/2022

PU COURSE IN COMMERCE(PUC)
GOVT. PU COLLEGE, MANGALORE. 2015-2017

SKILLS SUMMARY

MS Excel

90%

Tally ERP

100%