



ANANDUS

CONTACT

- +971 502473156
- anandusanthosh48@gmail.com
- Bur Dubai, Dubai
- 16/03/1998
- Indian

PROFILE SUMMARY

Versatile professional with over 3 years at Bhima And Brother Bullion Pvt Ltd, excelling in billing process management and customer communication. Demonstrated expertise in MS Office and billing software, alongside a proven ability to enhance team collaboration and problem-solving. Achieved consistent invoice accuracy and efficiency, reflecting a strong blend of technical prowess and interpersonal skills.

SKILLS

- Customer Intractions
- Billing software
- Invoicing process
- Teamwork and Collaboration
- Bill process management
- Time Management
- Problen solving ability
- Security Procedures
- Cash Handling
- Payment Transactions
- Data Entry proficiency
- Billing Statement Review
- Ms Office Suit
- Proficiency in Ms Excell
- Interactive Learning Implementation
- Fast Learning

EDUCATION

Kerala University
Bachelor of Computer Application
March 2019

HSS Kanichukulangara
Higher Secondary
March 2016

V.N.S.S.S.N Trust Central School
CBSE
March 2014

EXPERIENCE

BHIMA AND BROTHER BULLION PVT LTD

Nov 2021 - Dec 2024
Billing Clerk/Cashier

Dedicated Billing Clerk/Cashier with 3+ years of experience in providing exceptional customer service. Skilled in POS operations, cash handling, and invoicing. Proficient in MS Office Suite and online payment systems (NEFT, RTGS, IMPS). Committed to problem-solving, attention to detail, and teamwork.

- Verified accuracy of invoices prior to sending them out for payment processing.
- Provided customer service support by responding to inquiries related to billing matters.
- Communicated clearly and concisely with customers about billing procedures and processes.
- Input bills into system to generate invoices.
- Processed invoices accurately and efficiently, meeting deadlines consistently.
- Maintained accurate records of invoices, payments, and account statuses.
- Compiled, verified and sorted information from bills to prepare source data for computer entry.
- Performed basic math calculations to determine appropriate rates for services.
- Supported accounting department with financial reporting tasks.
- Reconciled invoices with customer payments to identify discrepancies.
- Verified accuracy of billing data and revised any errors.
- Balanced cash drawers daily and reconciled discrepancies promptly.

CLAYSYS

March 2021 - April 2021

Web Design Trainee

- Provided support on website maintenance activities such as bug fixing or content updates.
- Created original designs for logos, brochures, posters, flyers and other marketing materials.
- Applied knowledge of print production processes to ensure accuracy of final product.
- Maintained strong relationships with vendors ensuring timely delivery of materials needed for projects.
- Organized workflow by prioritizing tasks according to deadlines and client needs.

QUEST INNOVATIVE SOLUTIONS PVT LTD

July 2019 - Jan 2020

Mobile Appilcation Developer

- Ensured compliance with coding conventions established by the team.
- Worked closely with product owners to ensure successful delivery of features.
- Optimized code performance by applying multithreading techniques and caching strategies.
- Handled memory management and optimization techniques on mobile devices.
- Troubleshoot and debugged issues related to the Android platform.
- Created custom views for UI and UX design of mobile apps

RETAIL STORE

April 2019 - Oct 2019

Retail Merchandiser

- Maintained product rotation by checking expiry dates or damage.
- Used hand trucks and pallet jacks for maneuvering products throughout store.
- Implemented store layout changes, including the addition of new fixtures.
- Collaborated with store managers to ensure compliance with corporate guidelines.
- Monitored sales performance and adjusted merchandise displays accordingly.

LANGUAGES

- Malayalam: Native
- English: Advance
- Hindi: Beignner
- Tamil: Beignner

CERTIFICATION

- Multiplatform Mobile Application Developer

PERSONAL INFO:

- PASSPORT NO: T5015187
- GENDER: MALE
- MARTIAL STATUS: SINGLE

REFERENCE

- **BHIMA AND BROTHER BULLION PVT LTD.**
- **NAME:** RAVIKUMAR
- **TELE PH:** 0477 255 1619
- **MAIL:** HOALP@BHIMA.IN

