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|  |  | abhinab divyajyoti mishra**POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM In Finance)** |
| Profileformal passport.jpgFocused Billing Clerk with 3 years of experience. Skilled in building client and vendor rapport And managing accounts to reduce outstanding balances. Hardworking and Energetic with passion for accuracy and efficiency.Goal oriented Sales executive with 1 years of experience in sales. ProvenLeader with excellent salesmanship, negotiation and closing skills.ContactPHONE:7381956497,**EMAIL:**meabhinablipun@gmail.comPersonal Info.D.O.B – 26-03-1998Nationality – IndianGender- MaleAddressAt- Laxminagar, DhabalgiriPo- F.c ProjectJajpur Road,JajurOdisha- 755020HobbiesPhotography |  | EDUCATION10thJawahar Navodaya Vidyalaya, AngulYear-2014All general subject – **56%**+2 Commerce**Jawahar Navodaya Vidyalaya, Balasore**Year -2016All General Subject- **72%**Bachelor in Commerce**Vyasanagar Autonomous Collage, Vyasanagar**Year -2019Finance Hons.- **62%**WORK EXPERIENCEHOTEL OFO HOSPITALTY SOLUTION Pvt. Ltd. [Sales Executive]Jan-2016- Aug 2016* Conduct market research to identify selling possibilities and evaluate customer’s needs.
* Ensure the availability of stock for sales and demonstrations.

Associated Travel Agency [Accounts Payable clerk]Oct-2018–Aug 2020* Process accounts and incoming payments in compliance with financial policies and procedures.
* Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data.
* Prepare bills, invoices and bank deposits
* Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.

**SKILLS**Tax Reporting, Vendor Invoice Processing, General Ledger accounting, Product and Service sales, Operations, Sales Expertise, Inventory Control, Cash Register operations, Image Manipulations Retouching and colour corrections, Digital Photography, Visual DesignFood Photography |

 **Place:**

 **Date: Signature**