

TINTU LAWRENCE

@ tintujoby110@gmail.com

9526612326

Anthikadu House Panambukad Vallarpadam P O



Personal Details

- Date of Birth : 25.09.1992
- Marital Status : Married
- Nationality : Indian
- Sex : Female
- Religion / Caste : Christian, Latin

Objective

My desire is to work in an organization which gives me an opportunity to utilize my skills and learning towards achieving the goals of the organization and to a bright and successful career.

Education

- MG university**
2021
BA Economics (Doing Distance Course)
- Board of Higher Secondary Exam**
2011
Plus Two (Commerce)
55%
- Government of Kerala**
2007
SSLC
65%

Experience

- St. Joseph Teacher Training College, Ernakulam**
2013 - 2014
Front Office Executive
Answering the phone, taking messages and redirecting calls and respective offices. Data entry works.
- GST Suvidha Kendra**
2016 - 2018
Office Staff
E-way bill creation and Organising, Maintaining
Files & records and updating them when necessary.



Tolins Skin Science Panampilly Nagar

2022 -

Front Office Executive

Interact with customers to address their concerns. Answer their questions and assist them with their needs.

Billing specialist include sending invoices and account updates to clients, receiving, sorting and tracking incoming payments, addressing and resolving clients questions and issues relating to invoices and providing regular accurate reports of billing.



Languages

Malayalm, English



Declaration

I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief.