

Tintu Lawrence

Anthikadu House Panambukad Vallarpadam P O
9526612326 | tintujoby110@gmail.com

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
2013
BA Economics

Board of Higher Secondary Exam
2009
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.