

CONTACT

Tintu Lawrence

📍 Anthikad House, Vallarpadam

☎ 9526612326

@ tintujoby110@gmail.com

OBJECTIVE

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

EXPERIENCE

2013 - 2014

- **Front Office Executive**
St. Joseph Teacher Training College
Answering the phone, taking messages and redirecting calls and respective offices and Dana Entry works.

2016 - 2018

- **Fron Office Executive**
GST Suvidha Kendra
E way bill creation and Organising, Maintaing files & records and updating them when necessary.

2022 - Still Working

- **Front Office Manager**
Tolins Skin Science Clinc
Interact with customers to address their concerns. Answer their questions and assist them with their needs. Billing specialist including 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.

EDUCATION

2024

- **Rabindranath Tagore University**
BA Economics

2009

- **Board of Higher Secondary Exam Kerala**
Plus Two

2007

- **Government of Kerala**
SSLC

SKILLS

- * Good Interpersonal Skills * Goos Communication Skills * Team Play * Empathy

PERSONAL DETAILS

- Date of Birth : 25.09.1992
- Marital Status : Married
- Nationality : Indian
- Gender : Female

REFERENCE

- **Dr Charisma Kunhi Kannan -**
Dermatologist
9886868718
- **Devi G -**
Administrative
9048367989