



# AKASH YADAV

## CONTACT



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Dharuhera, Haryana 123106

## PROFESSIONAL SUMMARY

Hard-working and diligent Billing Specialist with extensive background in customer engagement and billing. Offers strong organizational and time management skills.

## SKILLS

- Invoice processing
- Warehouse Management
- Freight & Logistics Management

## EXPERIENCE

### **BILLING EXECUTIVE** Jan 2022 - Current

ENCO ENGINEERS COMBINE, Dharuhera, Haryana

- Documented financial transactions in Sanchalan and classified by billing code, contract or project.
- Used Microsoft Excel and Google Sheets to track financial metrics and produce graphs.
- Answer client's equations and address problems.
- Engaged clients to review and verify billing requirements and formats.

### **STORE & DISPATCH** Sep 2020 - Dec 2021

ENCO ENGINEERS COMBINE, Dharuhera, Haryana

- Knowledge of 5s & Kaizen.
- Daily basis critical Material Monitoring.
- Prioritizing calls based on urgency and importance.
- Continuously evaluated the organization's activities to assess future training needs.
- Monitor stock level and identify purchasing needs. Follow up with suppliers, as needed, to conform and change orders.

## EDUCATION

### **MBA - HR** Aug 2020

Uttarakhand Technical University, Dhradun, Uttarakhand

### **BBA - BUSSINESS** Jul 2018

Kumaun University, Nainital, Uttarakhand