



AVRAM A

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Invoicing & Billing
- Data Management & Gathering
- Data Analysis
- Project Management
- Office Software
- Customer Management
- Data Entry

TOOLS

SeaLog, KN Login, FIP (inhouse tools used for billing and tracking shipments)

Microsoft Office

Microsoft Excel

Zendesk

PERSONAL PROFILE

I've been working for about five years now, and I've picked up a lot of experience with different kinds of tasks. I'm pretty good at figuring things out, especially when it comes to **Billing and Invoicing**, and I'm someone you can count on to get the job done, whether I'm working solo or as part of a team.

WORK EXPERIENCE

PROGRAM SPECIALIST

[Kuehne+Nagel Global Services](#) | 2024 - 2025

- Solve operational issues and implementing preventive measures.
- Setting up system reports for timely, error-free shipment visibility.

ASSISTANT ACCOUNTANT

[Kuehne+Nagel Global Services](#) | 2021 - 2024

- End-to-end invoicing ensuring on time and accurate
- Chase invoice approvals and take corrective actions through EDI troubleshooting
- Cooperate & coordinate with overseas office for billing issues

Order Management Specialist

- Crossmatch documents if there is discrepancies
- Generate and send reports to customers
- Maintain professional with suppliers

EDUCATION HISTORY

[University of San Carlos - TC](#)

- Bachelor of Science Psychology, 2015 - 2019