**RESUME**

**SHIBITHRA**

Email:- [shibithra.343832@2freemail.com](mailto:shibithra.343832@2freemail.com)

C/o-Phone :-**+971505891826**

**CAREER OBJECTIVE**

A quick learner who can imbibe new ideas and communicate it clearly&effectively to the work colleagues/clients. Intend to build a career with leading corporate of hi-tech environment; committed and dedicated to explore myself fully and realize my potential.

**WORK EXPERIENCE**

**ESP Kensington Design LLC – Dubai, Ras AlKhor**

**Designation: Senior Project Co ordinator**

**Duration: 19th November 2014 Until 10th January 2017**

* Coordinate with Clients&Management, Production follow up with new inquiries / sample requests directly or via telecon& Emails.
* Preparing & Maintaining Invoicing, sales, Revenue & Receivables Files (Both soft and hardcopy files).
* Sending Formal Quotations and Invoices to the Clients following the inquiries received.
* Follow up for the payments& project statements.
* Obtaining Stock Level from Production and preparing Material Request Form for Approvalin order tohandover to Purchase Dpt. For Action.
* Arranging Shipment from out of the country as per production requirement.
* Communicate with Labours to update Management their Absenteesm, Complaints etc..
* Keep in touch with Management by Submitting reports as adviced relating Production, Stock, enquiries, Ongoing,New leads, Previous Projects, Receivables etc.

**Institute of Accounting and Management (IAM B- School), Thrissur, Kerala**

**Designation: Assistant Administrator**

**Duration: 1stFebruary 2014 to 10th August 2014**

* Profound knowledge of documenting information and filing records manually and

Electronically.

* Highly skilled in performing customer service duties via telephone and in-person.
* Proven ability to prepare reports and spreadsheets.

**Fashion Gates, Thrissur, Kerala**

**Designation: Accountant**

**Duration: 21st January 2013 to December 31, 2014**

* Managing all the activities involved in the finalization of accounts, including journal entries, ledger postings, trial balance, P&L account and Balance Sheet,
* Prepared monthly financial statements, including distributing monthly revenue and expenditure reports to department.
* Preparing and reporting commentaries on P&L and Balance Sheet – Actual and Forecast.
* Managing accounts receivable & payable by maintaining their proper aging schedule and ensuring timely follow-up, together with a bank reconciliation statement on a monthly basis.

**ACADEMICS**

▪2010-2012: MBA in finance from Sikkim Mani pal University Coimbatore with 61 %

▪ 2007-2010: B-COM from SN College Nattika, Calicut University, Kerala with 60%

▪2005-2007: Passed higher secondary, vpmsndphssKazhimbram, Kerala with 71%

▪2004-2005: Passed SSLC, VPMSNDPHSSKazhimbram, Kerala with 64%

**ACHIEVEMENTS &Extracurricular Activities**

▪Participatedfor more than four Management meets during the MBA

**▪**Elected as the vice chairperson of SN College Nattika twice in 2009&2010

**▪**Secured the position of Secretary and also an active member of National Service Scheme (NSS)

**▪**Holding B certificate and attended All India Trucking Camp at Neelagiri of NCC

**▪**Participated Drama on state level

**PROJECTS UNDERTAKEN**

▪ “**A study on overall financial position of the company**” This was my post-graduation project held in

KSFE Thrissur (2 months)

**IT SKILLS**

▪Successfully completed an intensive training in Manual Computerised Accounting and has acquired

a good working experience in the following areas of practical financial accounting with **A**ggrade

▪ Inventory management ▪ Tax management

▪ Payroll management ▪ MIS reporting

▪Tally ERP 9.0 ▪ Peach tree

**PERSONAL DETAILS**

Profile: : Female 26, Single

Nationality: : Indian

Current Location: : Dubai

Languages : English, Malayalam, Hindi, Tamil

Maritial Status : Single

**References**

Will be furnished on demand

**Declaration:**

I here by declare that the above information are true and correct to the best of my knowledge and belief.

# Truly,

**SHIBITHRA .**