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| **RESUME****C:\Users\COSMOS\Desktop\35576.jpg****SHAMIN** **SHAMIN.348038@2freemail.com**Sex MaleNationality IndianMarital Status Single  ***Languages Known:***English,Hindi,Arabic,Malayalam  ***Passport Details:***Visa StatusEmployment ***Hobbies:****Travelling**Playing volleyball*     | **CAREER OBJECTIVE****To render professional services to the best of my knowledge and skill in the Organization where I serve. To this end I always give the prime importance to the interest of my Organization and aspire for self grooming and success in life.****PROFESSIONAL & ACADEMIC QUALIFICATION*** **MBA (Finance & Marketing** ), Bharathiar University, Coimbatore, **79%**
* **BBA**, MG University, Kerala, **66%**
* **HSE** from Board of HSE, Kerala, **76%**
* **SSLC** from Board of Kerala, **69 %**

**WORK EXPERIENCE*** **SALES EXECUTIVE**

**Cosmos Building Materials| Abu Dhabi, UAE**June-2015 to Present**Job Responsibilities** * Handling of all the works related to purchase of materials and sales of materials.
* To collect orders from new customers and existing customers.
* To introduce our products in the market.
* To handle all the delivery of materials at timely.
* Collect the Delivery Notes and prepare the Invoices for each customer.
* Prepare Debtors and Creditors Statement for Payment.
* Collect payment from the customers.
* **FINANCE EXECUTIVE**

 ***MUTHOOT FINCORP LTD.*| Vagamon, India** **June-2013 to April-2015** **Job Responsibilities & Awards Job Responsibilities** * Reporting to branch manager.
* Maintaining all working capital records and fund allocation.
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted customer practices.
* Dealing with customers and maintaining good customer relationship.
* Establishing and planning of marketing activities.
* Coordination of all financial and marketing activities.
* Prepare monthly reports and reconcile bank and cash book
* Preparation of monthly and yearly accounts statements (Trading Account, Profit and loss account and Balance sheet).
* Assist Accounts manager in analysis of financial statements through analysis tools like ratios, cash flows and fund flows.

**TECHNICAL PROFICIENCY :*** Windows, Outlook, MS Excel, Word & PowerPoint
* Tally ERP 9

**PERSONAL SKILLS****Areas of Expertise:****Functional skills** * Manage accounts
* Marketing efficiency
* Financial forecasting
* Interpreting financial data
* Marketing forecasting

 **Technical Proficiency:*** Windows, Outlook, MS Excel, Word & PowerPoint
* Tally ERP 9

**MBA Dissertation/Project***: “****A study on technical analysis of different sectoral scrips with reference to Adithya trading solutions pvt.ltd.”**** It was a questionnaire based survey and analyse with five companies in five different industries.
* I identified various situation of share markets losses and profit
* I did “**Technical analysis of *different industrial scrips in share market*** ’’ .
* Internal and external influencing factor are affecting the share price variations.
* The Statistical Technique like Technical analysis has been used to find out major influencing factor of share price in the share market.
* Participated in a National Conference “**Fundamental analysis of five major banks in India**”, RVS College, Coimbatore

I hear by declare the above information is true and correct as per my knowledge. |