|  |  |
| --- | --- |
| **RESUME**  **C:\Users\COSMOS\Desktop\35576.jpg**    **SHAMIN**  [**SHAMIN.348038@2freemail.com**](mailto:SHAMIN.348038@2freemail.com)      Sex Male  Nationality Indian  Marital Status Single    ***Languages Known:***    English,Hindi,Arabic,  Malayalam      ***Passport Details:***    Visa Status  Employment      ***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. |