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|  |  | **SHYJU** (Administration / Accounting Executive) |
|  | Seeking a creative, challenging and growth oriented career to enhance my skills and excel it by hard work and determination. Looking forward a position that involves challenging projects with scope to contribute. |
| **CMOBILE**  +971 505891826  **Email address:**  [Shyju.379289@2freemail.com](mailto:Shyju.379289@2freemail.com) |  | **PROFILE SUMMARY** | |
| Highly positive, motivated, self – driven, technically proficient professional who combines excellent skills in Administration / Accounting with capability of perfect Clerical works.  Total Experience of 11 years, 10 years of experience in Saudi Arabia and 1 year of Indian experience.   |  | | --- | | **SKILLS** | | |
|  | |  |  | | --- | --- | | * Interaction with teams | * Travel Arrangement Matters | | * E-filing System | * Good communication skills | | * Document Controls Archives | * Preparation of Various Reports | | * Advance user of MS Office | * Invoicing /Billing | | * Preparation of various Reports | * Expense management | | * Purchase order creation, * Invoice creation | * Factory/Office coordination * Payment follow up |  * Proficiency in computer, ability in various online flat forms and systems * Strong attention to deadlines and priorities and ability to handle multi task  |  | | --- | | **MAJOR JOB PROFILES** |   **Service/Customer support :**   * Purchase order creation, invoice creation, vendor creation * Payment follow up, supplier follow up * Project management, material collection,   **Office activities:**   * Manage electronics filing (E-File System). * Support team throughout all aspect of the cycle with draft proposal and contracts. * Maintain updated client relationship database. * Good communication and inter personal skill. * Booking of supplier invoices. * Co-ordination and scheduling and ticket booking. * Certificate creation for trainees and co-ordination * Dealing with Distributors and Clients * Intercompany co-ordination of Ingersoll-Rand business * Payroll managements of time sheet and OT of Engineers * Reporting to key account manager and accounts department  |  | | --- | | **JOB EXPERIENCE** |  1. **Dhana Pallet Factory.Second Industrial City, Dammam, Saudi Arabia.**   **Position: Account / Admin Executive**  (From Dec. 2012 to November 2017)  **Job Responsibilities:.**   * Assisting the Accounts manager in a variety of business roles. * Petty cash, salary entry and reconciliation. * Assisting with sales / purchase ledger duties, cash books and payroll. * Assisting in the preparation of year end accounts for clients. * Coordinates service resources. * Assigns team members to project. * Schedules personnel, materials, sub-contractors and equipment based on project needs, skill sets, and availability. * Generates Work Order Documents, dispatches technicians, and notifies customers. * Responsible for customer interaction/satisfaction. * Maintains customer satisfaction by investigating concerns, routing them to the assigned staff, and responding to special requests. * Logs service start-up and service work requirements in job tracking system. * Responsible for generating, interpreting, and printing various assigned reports. * Prepare Salary sheet. * Prepare Salary slip of employee’s etc. * Update Employee’s Database like visa expiry dates, Work permit card, passport expiry etc.   **2.Majed Al Dossary Group of Company:**  Al-Khobar, Saudi Arabia  **Position: Administrative Executive / Customer Support Coordinator**  (From 20-08-2008 to 05-11-2012)  I rendered my service as a Customer Service and Administrator at this company with following job responsibility.  **Job Responsibilities:**   * Responsible for all company secretarial functions, duties and responsibilities * Take action on incoming mail and other material, and prepare answers to routine letters. * Maintains records through filing, retrieval, retention, storage, compilation, coding, updating and destruction * Prepare invoices, reports, memos, letters, financial statements and other documents related to company * Creating and modifying documents using Microsoft Office. * Attending phone calls * Maintains bills * Created database for keeping bills and records. * Keep record of petty cash etc. * Create commission tables & salary record of all the employees.  1. **Cybermatics India Associates.**   **Position: Computer Faculty.**  (From 03.08-2007 to 20-07-2008)   * Computer Training on Different Accounting Packages. * Teaching Office related Software. * Computer related office works required for the institution. * Perform other tasks as directed by Administration Manager.  |  | | --- | | **EDUCTIONAL QUALIFICATIONS** | | * **Bachelor Degree in Commerce (B.com)** from Calicut University   KeralaState, India.   * **Plus Two** Main Subject Commerce from Board of Public Exam   Kerala State, India.   * **Secondary school certificate (S.S.L.C)** from Board of   Public Exam. Kerala State, India.   |  | | --- | | **TECHNICAL QUALIFICATIONS** |   **Advanced Diploma in Computerized Financial Accounting**  (Practical Accounting With Tally, Peachtree, Quick Books)  **Diploma in Office Automation** (Windows and MS Office) |   I hereby certify that all the above information is true and correct to the best of my knowledge.  **SHYJU** | |
| **NATIONALITY**  Indian  **DATE OF BIRTH AND AGE**  **17.05.1987.**  **30 Yrs**  **MARITAL STATUS**  **Married**  **VISA STATUS**  **On Visit Visa**  **LANGUAGES KNOWN**  **ENGLISH,MALAYAM,HINDI, ARABIC**  **DRIVING LICENSE:**  **Valid Indian and Saudi Driving Licesnes** |  |