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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  |  | **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.

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| **SKILLS**  |

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| * Interaction with teams
 | * Travel Arrangement Matters
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| * E-filing System
 | * Good communication skills
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| * Document Controls Archives
 | * Preparation of Various Reports
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| * Advance user of MS Office
 | * Invoicing /Billing
 |
| * Preparation of various Reports
 | * Expense management
 |
| * Purchase order creation,
* Invoice creation
 | * Factory/Office coordination
* Payment follow up
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* Proficiency in computer, ability in various online flat forms and systems
* Strong attention to deadlines and priorities and ability to handle multi task

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| **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

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| **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.

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| **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.

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| **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** |  |