**SHEBY**

**Sheby-390509@2freemail.com**

**Objective** Seeking a career that utilizes my knowledge and gain comprehensive understanding for a reputed organization so as to take responsibilities and contribute my strength significantly.

**Skills & Abilities** Performance Evaluation, Communication Skill, Willingness to learn new jobs, strongly self-motivated, MS-Office (Word, Excel, PowerPoint), IT Credentials (Windows XP, Windows 7, Windows 8, Windows 10) and Tally.

**GCC Driving License**

**Experience** **Since 14 March 2019**

**Assistant Accountant** **Majan International Petroleum Service – Ghala, Muscat**

* Handling Day to Day jobs of Accounts Department and Banking.
* Preparation of Cash and Bank Vouchers, Sales Invoices, Delivery Note, LPO, Quotations and Stocks.
* Coordinating with Client and Overseas Suppliers for procurement of materials as per specifications.

**Since 06 August 2017 to 03 March 2019**

**Assistant Accountant** **Technical Works – Al Khobar, Saudi Arabia**

* Handling Day to Day jobs of Accounts Department.
* Preparation of Cash and Bank Vouchers, Sales Invoices, LPO, Quotations and Stocks.

**From 04 May 2016 to 30 June 2017**

**Sales Co ordinate,** **International Timber Co. (ITCO) Dammam, Saudi Arabia**

* Preparing sales order, delivery note and invoices.
* Assisted Regional Manager for the preparation of MIS Reports and Email Communications
* Preparation of Cash and Bank Vouchers, Sales Invoices, Purchase Vouchers.
* Handled Procurement department for acquiring best price for the materials and preparation of LPO.
* Assisted Logistics Department to finalize the Purchase orders and receipt of materials at store.
* Co ordinated with Sales Department for the finalization sales orders and Delivery of Materials.

**Education Noorul Islam University – Kumaracoil, Thucklay, Tamil Nadu, India – Master of Business Administration**

2013 - 2015

In Finance (Main) and Human Resources. CGPA – 6.00

**Bharata Mata College – Thrikkakara, Seaport Airport Road, Kerala, India - Bachelor of Commerce. 2008 - 2011**

**International Indian School – Dammam, Saudi Arabia – 12th Grade** 2007 - 2008

In Commerce and Computer Science

**Personal Details** Date of Birth : 14th April 1989

Religion : Christian

Nationality : Indian

Gender : Male

Languages : English and Malayalam

Hobbies: Composing Music, Singing, Playing Musical Instruments (Keyboard and Drums),

Video, Audio and Photo Editing and Playing Basketball and Badminton.

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