**CURRICULUM VITAE**



**SHIBIL**

Email: [shibil-397906@gulfjobseeker.com](mailto:shibil-397906@gulfjobseeker.com)

Dubai, UAE

**PERSONAL PROFILE**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | December 10th 1985 |
| Civil Status | : | Married |
| Gender | : | Male |
| Visa Status | : | Employment visa |
| Nationality | : | Indian |
| Language | : | English, Malayalam, Hindi, Tamil |

**OBJECTIVE**

To pursue a responsible and challenging career as a managerial professional in a growing organization and to contribute my best for the organizations success.

**EDUCATIONAL QUALIFICATION**

Degree in B.COM with Computer Application



Pursuing MBA FINANCE from Pondicherry University (Distance Education)



**WORK EXPERIENCE**

**Position: Contracting Executive from September 2018 till the date**

**Duties and Responsibilities:**

Updating contracts, Availability and web information.



Updating promotions.



Cross checking the updates, contracts of assigned colleague and assist them to the correct the task.



Updating the early bird excel sheet and circulating among the team to make changes Before the cut off time.



Resolving the quires of reservation staffs regarding rate booking code etc.



Sending Daily report (action taken and pending) before leaving the office.



Filing and documentations.



**White Sands Tours & Travels, Dubai, UAE**

**Contracting cum Accounts executive from March 2016 to 2018 August**

**Duties and Responsibilities:**

Negotiating Rates, terms and conditions of the contract with the hoteliers.



Handling multiple hotel accounts.



Ensuring hotel contracts are updated well before the deadlines.



Coordinating with contracting manager and business development manager with Regards to procurement of better deals from the hotels.



Monitoring and assisting during the contract updating process (Data entry in the organization’s online portal).



Resolving the quires of reservation staffs regarding the rate booking code etc.



Reconciliation of supplier statements.



Filing and documentations.



**Starone General Contracting, Abu Dhabi, UAE,**

**Position: General Accountant from March 2012 to Oct 2015**

**Duties and Responsibilities:**

Handling the Payroll.



Managing advance salary, Bonus and Loans.



Preparation of End of Service Benefits.



Prepare bills and invoices for sales and services rendered.



Collect on accounts by sending bill, reminders and communicating with customers via phone, fax or mail.



Prepare cash and cheque payments for bank deposit.



Generate monthly, quarterly and annual financial statements, reports detailing paid and unpaid invoices and other accounts receivable activities. Prepare and coordinate deposit activities.



Process staff re imbuement.



Assist in yearly budgeting and financial reporting.



Finalization of Accounts.



**India Infoline Ltd, Kerala, India,**

**Position: Relationship Manager from Dec 2009 to Jan 2012**

**Duties and Responsibilities:**

Deciding the best investment plan for customers as per his income, age as well as ability to undertake risks.



Making an individual aware of the various investment tools available in the market and benefits associated with each plan.



Designing customized investment solutions for the clients.



Communicate with my client on a regular basis.



Client acquisition.



Franchise acquisition.



Dealer equity and commodity.



**EIGES BPO, Bangalore, India,**

**Position: Customer Care Executive from Feb 2008 to Sep 2009**

**Duties and Responsibilities:**

Identify and assess customers’ needs to achieve satisfaction.



Build sustainable relationships of trust through open and interactive communication.



Effectively manage large amounts of incoming calls.



Keep records of customer interactions, process customer accounts and file documents.



Listen to customers’ questions and concerns, and provide answers or responses.



Provide information about products and services.



Handle returns or complaints.



Review and select standard responses for answers or solutions.



Refer difficult request to supervisors.



**COMPUTER SKILLS**

Excellent Knowledge of Accounting Application: TALLY 7.2 Excellent Knowledge of Computer Application



MS Office (Microsoft Office, Excel, PowerPoint, Publisher) Windows (Window 8, 7, Vista, XP)



**SKILLS AND COMPETENCIES**



Good interpersonal and communication skills.

Confident and Self-motivated.



Be able to work individually or as a team with or without supervision.



Be able to prioritize duties.



Flexible and adapt to different working environment quickly.

Ability to work for long hours under pressure.

**REFERENCES**

Can be provided upon request.

**DECLARATION**

I declare that the information provided above is true and correct to the best of my knowledge.

Shibil