



MOHAMMED SHIBILY C K
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PROFESSION

- Accounts & Administration

CAREER OBJECTIVE

I seek challenging opportunities in ADMINISTRATION or ACCOUNTING with a reputed organisation to utilize my skills and abilities that offers ample scope for personal and professional progression to contribute towards the quantitative enhancement of the organisation. I am looking for a challenging job with a rapidly growing organisation that can provide me with a range of goals and job objectives within a contemporary and economical business setting. To work in an environment which encourages me to succeed and grow professionally where I can utilize my knowledge and skills appropriately.

PROFILE SUMMARY

- - 1 year experienced professional in ADMINISTRATIVE and ACCOUNTING functions with the companies in UAE and INDIA
 - 1 year work experience in UAE with shipping company
 - Innovative and reliable team player with strong organisational, communication, analytical, problem solving and time management skills
 - Experience in office administration, preparing and maintaining documentation
 - Good communication skills
 - Perform under work pressure and target oriented
 - Ability to multitask and to coordinate effectively with clients and customers
 - Seek a challenging role to maximize the potential of education, work experience
 - Undertaking of short and long term planning with respect to the duties and project
 - Adaptability: work well autonomously or as member of team
 - Reliability, punctuality, hard working and confidentiality
 - Very quick learning

COMPUTER SKILLS

- Extensive knowledge of Microsoft Office Applications.
- Internet and Email.
- Effective usage and management of social medias.
- Basic knowledge in Tally and Busy.
- Excellent knowledge in MS OFFICE: MS WORD MS EXCEL POWERPOINT

EDUCATIONAL QUALIFICATION

- **KANNUR UNIVERSITY**
2019
BACHELOR OF BUSINESS ADMINISTRATION
First class (62.72%)

- **IIOTTA INTERNATIONAL**
2019
DIPLOMA IN OFFICE AUTOMATION
A
- **IIOTTA INTERNATIONAL**
2019
DIPLOMA IN DIGITAL MARKETING
A
- **Chemnad jamath higher secondary school**
2016
Pre degree (Biology science)
62%
- **Tanbeehul islam higher secondary school**
2014
High school (SSLC)
80%

EXPERIENCE

15/03/2020 - Currently working

GALAXY WORLDWIDE SHIPPING LLC

Accounting & Administration

Galaxy worldwide shipping envisage the expansion of our sea and land freight servicing vehicle shipping and logistics company in the region which provides ground transportation, auto shipping, customs clearance, warehousing and car sales.

MY RESPONSIBILITIES:

- Provide clear reports to top level mangement on a timely manner, regarding the arrivals & inventory of the vehicles
- Coordinate with customers & their requirements
- Keep filing the report to the management
- Filing of vat in the end of the quarter
- Issuing of parking charges & record of parking collection
- Issuing vehicle exit pass for the customers
- Invoicing for the recovery charges for vehicle trasportation
- Inventory management
- Yard management
- Data entry
- Documentation

03/01/2019 - 25/11/2019

INFINITI GROOM CONCEPT

Accountant & Management

Infiniti groom concept in Kasargod HO, is a top player in the category of gents wedding costumes collection and tailoring. This is a well known establishment act as a one step destination servicing customer both local and other parts of kerala.

MY RESPONSIBILITIES:

- Supervise & coordinate activities of staff
- Clear report to owners on a timely manner, regarding the sales & stock of materials
- Meeting with customers & their requirements
- Coordinate with customers
- Keep filing and reporting to the management
- Controlling the accounts
- Role of a cashier & billing

- Store management
- Sales

ACHIEVEMENTS

- Successful in maintaining confidentiality of company details , records and documents.
- Created more efficient Excel and Word database for forms, letters and documents which decreased production or effort by 20%.
- Instituted systems and procedures for general accounting and human resource function, which brought more consistency and reduced mistakes.

PROJECTS

- **Industrial visit**
An industrial visit held at MILMA KASARAGOD DIARY which is the top player in the category of milk and diary.
- **Final year project**
A project has been done in NOVEX PAPER PRODUCTS based on the production process of paper products.

INTERESTS

- Sports
- Traveling

PERSONAL DETAILS

Date of Birth : 15/06/1997
Marital Status : Single
Nationality : INDIA
Visa status : Residence visa
Visa profession : ACCOUNTANT
Passport no : N4113323

LANGUAGE

- English
- Hindi
- Urdu
- Malayalam
- Tamil