

## Curriculum Vitae

**SHIBNI A**

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### **OBJECTIVES:**

To obtain a challenging position in forward looking companies for utilizing my skills and abilities that offers professional growth while being resourceful, innovative and flexible. I want to be creative, learning and contributing towards the success of the company.

### **PROFESSIONAL EXPERIENCE:**

- **Accountant**

Trans Continental Building and solutions Pvt Ltd- Kerala (May-2019 to Apr-2021)

- Bank reconciliation
- Verification of bills
- Processing accounting transactions
- Maintaining records of payment information
- Payroll preparation

- **Retail Allocation Executive**

Barak Royal Enfield – Kerala (Sept-2018 to March - 2019)

- Data entry operator- Specialized in billing of vehicle, insurance and temporary permit registration

### **EDUCATIONAL QUALIFICATIONS:**

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|--|-----------|
| ❖ MBA-Human Resource Management ( Barathiar University)  | 2017-2019 |
| ❖ B.com –Finance (Calicut University)                    | 2014-2017 |
| ❖ 12 th (Board of Higher Secondary Examination , Kerala) | 2012-2014 |
| ❖ SSLC(Board of Public Examination , Kerala)             | 2012      |

### **COMPUTER PROFICIENCY**

- ❖ Advanced Diploma in Indian and Foreign Accounting( ADIFA)
- ❖ Tally ERP 9.0, Peachtree & Quick books accounting software
- ❖ MS Word, MS Excel MS Power point
- ❖ Knowledge in Polosys ERP Accounting Software
- ❖ Knowledge in computer fundamentals, Windows XP, Windows 7,Linux

## **ABILITIES AND AREA OF STRENGTH**

- Active listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Communication- Communicating others to convey information effectively.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
- Coordination - Adjusting actions in relation to others' actions.
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- Self discipline

## **LANGUAGE COMPETENCY**

- English -- speak, write, read
- Malayalam -- speak, write, read
- Hindi -- write, read
- Arabic -- write, read

## **PERSONAL DETAILS**

- Nationality : Indian
- Date of Birth : 26/07/1996
- Marital status : Married
- Passport Number : L4204679
- Passport Expiry : 20-09-23
- Address : Umm al Quwain, UAE
- Visa Status : Visit Visa

## **DECLARATION**

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I hereby declare that the details written above are true and correct to the best of my knowledge and belief.

Date:

Place: Umm al Quwain, UAE

**SHIBNI . A**

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## **REFERENCE**

MUHAMMED SHAFI AP  
(GENERAL MANAGER)  
TRANS CONTINENTAL BUILDING SOLUTION PVT LTD  
MALAPPURAM, KERALA  
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