

CURRICULUM VITAE

SHIBIL K.K

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Deira, 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
Passport No : K1244185

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

Meeting Point Emirates

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 imbueement.
- + 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 K.K