

Nibu J Abraham
India, Kerala
Mobile: 050-9549753
E-mail: nibuthiruvalla@gmail.com

ATTN:

H.R.MANAGER,

Respected Sir,

I am submitting my CV for your kind consideration.

My main objective is to obtain a challenging position in an organization where job responsibilities lead to an excellent career path and use my knowledge and experience gained through my career.

I assure you, if given a favorable opportunity in your esteemed organization, I'm dedicated to my job and working constantly to improve myself professionally and hope to be a competent addition to your staff.

Thanking you in advance for your kind consideration

Nibu J Abraham

Enclosure: Resume

Nibu J Abraham

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Visit Visa Til 26-07-2022

RESUME

Objective:

To pursue a challenging position in the fields of Accounting, Finance, management, sales ,interpersonal skills,and provide opportunities for personal and professional growth.

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- **Bachelor of Commerce (B.Com with Taxation, Mahatma Gandhi University)**

Computer Proficiency:

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- Accounting Package-Tally
 - Computer Skills –MS Office(Word, Excel, Power Point)

Skills:

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- Fluent and good knowledge in computer applications.
 - Able to work under pressure with Minimum supervision.
 - Learning motivation and adoption of new technology.

Work Experience:

⇒ **September 2020 – November 2021 : SH Paintings © Kottayam, Kerala**

- **Position : Site Supervisor**

⇒ **December 2017 - February 2020: AL HASSANAIN BSC © Sitra, Baharin**

- **Position : Store In Charge (Building Materials & Spare Parts)**

⇒ **March 2017 – July 2017: WIN PACK LLC, Umm Al Quwain, UAE**

- **Position : Assistant Accountant (Temporary)**

⇒ **February 2016 - March 2017: CB TRADERS, KERALA, INDIA.**

- **Position : Administrative Officer(Building Materials & Sanitary)**

⇒ **February 2015 - February 2016: MUTHOOT FINANCE LTD, UP, INDIA.**

- **Position: Relationship Executive –Accountant**

⇒ **September 2013 - September 2014: KBC GROUP OF COMPANY, KERALA, INDIA.**

- **Position: Accountant**

Job Responsibilities:

- Preparation of Receipts and Payment.
- Maintain the Individual Customer Accounts.
- Passing all types of Accounting Entries
- Maintaining the Stock Values.
- Maintenance of Cash Books, Day Books, Sales Register, Purchase.
- Maintaining stock in the store.
- Take care of the company's vehicle spare parts stock.
- Clarify product availabilities and delivery time of orders.
- Receiving the items and checking the quantity on delivery.
- Dealing with Banks and handling all Transaction.
- Preparation of report and follow up on Management decision.
- Receiving Customers and give information about the Services.
- Collection of payments and follow up on outstanding payments.
- Managing and motivating the sales team to ensure increased sales & efficiency.
- Maximizing sales opportunities.
- Administration and data input duties to ensure that all records are kept up to date.
- Maintaining awareness of market trends, monitoring local competitors and customer patterns.
- Weekly and monthly billing processing for several divisions.
- Ensure reports are balanced and records are properly maintained.

Personal Information:

Father's Name	:	Abraham Joseph
Nationality	:	Indian
Date of Birth	:	27.09.1988
Gender	:	Male
Marital Status	:	Married
Languages	:	English, Hindi, Malayalam
Permanent Address	:	Muttathottil House, Alumthuruthy P.O, Vengal, Thiruvalla, Pathanamthitta Dist. Kerala, India.

Passport Details:

Passport No (old)	:	J2926518
Passport No (new)	:	U7486587
Date of Issue	:	01-12-2020
Date of Expiry	:	30-11-2030
Place of Issue	:	COCHIN

Reference : Available upon request

I hereby acknowledge that all the above information given above is true to the best of my knowledge.

Date:

Nibu J Abraham