



SIBIN XAVIER

Bachelors in Commerce(B.com)

sibinxavier23@gmail.com

Ph- 0565743552

Skilled graduate with Bachelor's degree in commerce having strong interpersonal skills liaise effectively with team members. Ready to embrace new challenges and skills and very articulate in both oral and written communication.

PERSONAL DETAILS

DOB : 07-10-1987

Sex : Male

Father's name: Xavier P P

Nationality: Indian

Religion & Caste: Christian

Marital status: Married

Residence : Dubai

PASSPORT DETAILS

Passport Number: T3935943

Date of Issue : 13/03/2019

Date of expiry :12/03/2029

Place of issue : Cochin

Visa Status : Residence visa

SKILLS

Applications:

MS WORD

MS POWER POINT

MS EXCEL

Operating Systems:

Windows XP

Windows 7

Accounting software

Tally

Others

Assisting Chartered Accountant in preparing balance of
Various companies

EXPERIENCE

1. Foreign Trading/Operation Specialist EDMS

(Mashreq Bank Dubai from 2015 - present)

Responsibilities

- Oversee and process all aspects of bank Guarantees to be issued on behalf of customers or correspondent Banks.
- Ensure accuracy when issuing/processing any amendments to import, export, reimbursements and transfers of Letters of Credit.
- Monitor the payment/settlement of LC's payable at sight (import and export), bankers' acceptances (import and export), discounted acceptances, deferred payments (import and export) and reimbursement payments.
- Schedule, process and monitors all fees referred to LCs, guarantees and collection

2. Sales and Marketing manager (Joy Alukas pvt ltd) from 2012 - 2014

Responsibilities

- Σ Instilling a marketing led ethos throughout the business
- Σ Researching and reporting on external opportunities
- Σ Understanding current and potential customers
- Σ Managing the customer journey (customer relationship management)
- Σ Developing the marketing strategy and plan
- Σ Management of the marketing mix
- Σ Managing agencies
- Σ Measuring success Σ
- Managing budgets
- Σ Ensuring timely delivery
- Σ Writing copy
- Σ Approving images
- Σ Developing guidelines
- Σ Making customer focused decisions

3. Relationship Manager (Joy alukas pvt lyd)from 2009 -2012

Responsibilities

- Provide customers with product information that they need
- Escort customers to the correct aisles
- Explain product features and warranty agreements
- Provide information on daily deals and promotions
- Ensure that all products are well stocked and are easy to reach
- Provide information regarding each product and any discount offers
- Respond to customers' requests and concerns in a resourceful manner
- Reserve products for online orders
- Discourage shoplifting activities by constantly keeping a vigilant eye

EDUCATIONAL QUALIFICATION

Course/Examination Name	University/Board & Institution	Year of Passing	% of Marks
Bachelor of Commerce	Mahatma Gandhi University (Dpaul College, angamaly)	2008	55
Higher Secondary Course	Kerala State Board	2005	63
SSLC	Kerala State Board	2003	67

Declaration

I hereby declare that the information provided above is true to the best of my knowledge and belief

PLACE: Dubai

DATE:17/01/2020

Sibin Xavier