

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