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Abu Shagara, Sharjah

SKILLS

- Communication
- Accounting
- Leadership
- Problem Solving
- Time management
- Financial Analysis
- Critical thinking
- Decision making
- Active learning

PROFESSIONAL SKILLS

- Tally Prime
- MS Excel
- MS Word
- MS PowerPoint
- MS Power BI
- SAP MM
- SAP FICO
- Mail Merge
- UAE VAT
- GST

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS

- DOB : 15/10/1996
- Marital Status: Single
- Nationality: Indian
- Gender: Male
- Visa Status: Visit Visa
- Visa Expiry: 3rd April 2024

SIBY THOMAS

ACCOUNT EXECUTIVE

OBJECTIVES

Account executive with four years of experience handling and analyzing client accounts, managing relationship and business strategies. Strong strategic thinker and excellent communicator, able to effectively collaborate with cross-functional teams. Skilled in social/digital media, data analysis and client relationship management. Demonstrated ability to drive results and exceeds client expectation. Proficient in Excel and Power point. Fluent in English and Hindi. Passionate about delivering exceptional clients experiences and contributing to the success of an organization.

WORK EXPERIENCE

Seshaasai E Forms Pvt Ltd. | Account Executive June 2019 - November 2023

- Assisting in the day-to-day accounting and financial operations.
- Managing and maintaining records, ledger, and financial data.
- Preparing and processing invoices, receipts and payments.
- Assisting in the preparation of MIS, reconciliation of data for key accounts.
- collaborating with team members and providing support in various accounting task.
- Skilled in sales, ledger generation and closing data
- Analyzing sales and market data to set sales targets
- Networking and prospecting for potential customers and clients.
- Building relationship with customers and clients
- Developing solutions for customer issues

EDUCATION

MBA in Business management, 2021-2023

NMIMS Global Access- School for Continuing Education, Mumbai, IN

Diploma in Corporate Accounts, 2018-2019

Accountants Service Society, Ernakulam, IN

B.Com in Computer Application, 2015-2018

Sree Narayana Arts & Science collage, Thiruvalla, Kerala, IN

Board of Higher Secondary Examination-Kerala, 2014

St. John's Higher Secondary School, Eraviperor, Kerala, IN

Board of Public Examination-Kerala, 2012

St. John's Higher Secondary School, Eraviperor, Kerala, IN

REFERENCE

Nandakumar BL - Manager

Seshaasai e forms Pvt Ltd. Bangalore
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Naresh Mayya - Head of Department (Accounts)

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