






CONTACT

-  Abu Dhabi, UAE 4399
-  +971503757933
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SKILLS

- Communication
- Teamwork
- Sales and marketing
- Staff management

LANGUAGES

Malayalam

Native

English

Fluent

Hindi

Advanced

COMPUTER EDUCATION

- Tally
- Quickbook
- Tradeasy
- MS Excel
- MS Office

PASSPORT AND VISA STATUS

- Passport no:Y2745185
- Visa status:Visit visa

SHIBIN JOSEPH

PROFESSIONAL SUMMARY

Energetic Supervisor successful at motivating and building positive team dynamics to accomplish aggressive goals. Dedicated to open, communicative culture where employees feel empowered to contribute to company's success.

WORK HISTORY

Supervisor 05/2020 - 11/2023
NAS Ventures - Kochi,Kerala, India

- Looking to retain a supervising role and utilize my leadership skills to motivate staff and production teams to improve productivity and meet organizational objectives.
- Maintained smooth-running business operations by delegating priorities to staff abilities.

Assistant supervisor 01/2018 - 04/2020
NAS Ventures - Kochi,Kerala, India

- Motivated management and staff teams to consistently deliver high quality, customer-focused service.

Accountant 04/2016 - 02/2017
The Continental Group - Kochi,Kerala, India

- Prepared monthly bank reconciliations and compiled reports for financial reviews.
- Analysed monthly balance sheet accounts for corporate reporting.

EDUCATION

Diploma: Accounting Vibes, 06/2015 - 03/2016
Sree Sankaracharya Computer Education - Kerala,India

Higher Secondary: Commerce, 06/2014 - 03/2015
GHSS Vayakkara - Kerala,India

POST APPLIED FOR:

Accountant,Sales executive,Office staff

DECLARATION

I hereby declare that the above information is true and complete to the best of my knowledge.