

SIBI CHERIAN



WORK EXPERIENCE

OFFICE ASSISTANT / PURCHASER/ STORE KEEPER

Aug 2022 - Mar 2024

Energex International LLC, Dubai, United Arab Emirates

- Preparing warehouse stock order lists
- Maintaining strong relationship with new and existing suppliers.
- Preparing the invoice and debit notes through in Zoho Books when LPO received.
- Prepare Quotation to sales enquiries regarding Electrical and Sanitary ware items.
- Able to handling store activities independently.

ACCOUNT ASSISTANT / CASHIER

SEP 2019 – DEC 2021

Glowmax automotive repairs and services Kerala, India.

- Preparing Financial Documents such as invoices, bills, completing financial reports on a regular basis.
- Collect payments whether in cash, cheques, card or online transactions.
- Processed all transactions effectively and timely.
- Reconciled cash register towards the end of the day by balancing all cash, cheques and card.
- Performed Financial Transactions in a fast- paced environment to make customers happy.
- Create all journal entries and vouchers e.g. Payments and Receipts.
- Maintain the record of bills, Invoices and payments.
- Support the team by successfully assisting with accounting tasks.
- Maintained operational Efficiency to ensure proper money handling practices.
- Facilitating payment of invoices due by sending bill reminders and contacting clients.

SUMMARY

Focused and Result Oriented Service Professional with an overall experience of 10+ years in Insurance industry and Office Operations. Create a harmonious and productive working relationship with competent company by skills, intelligence, hard and honest work. My primary goal is to maximize profits for the company and minimize losses. Now looking to start a new challenging position to meet competencies, capabilities, skills, education and experience

CONTACT



Sharjah, United Arab Emirates



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sibicherian459@gmail.com



UAE Driving License Holder

SKILLS

- Critical Thinking
- Communication
- Time Management
- Problem Solving
- Attention to Detail

COMPUTER SKILLS

- Automated accounting system(ERP)
- MS Office (Word, Excel)
- SAP System (FICO MODULE)
- Email Management

PERSONAL DETAILS

- Date of Birth : 30/05/1988
- Nationality : Indian
- Passport No : U 2054029
- Availability : Immediate
- Driving License : UAE, Oman & Indian

LANGUAGE SKILLS

- English 
- Arabic 
- Hindi 
- Malayalam 

INSURANCE UNDERWRITER/ BUSINESS DEVELOPMENT EXECUTIVE

Mar 2012 - Jun 2019

Al Qandeel Insurance services LLC Muscat, Oman.

- Issue policy Documents as per the agreed terms and underwriting guidelines.
- Collecting detailed information, proposal forms and evaluate them based on the standard underwriting guidelines.
- Using underwriting software to analyze the risk profile of the potential client.
- Assisting the clients at the time of Renewals, claims and selling additional lines of coverage where applicable.
- Securing New clients, generating new business and maintaining the highest level of customer service.
- Maintaining relationship with new and existing clients by calls, visits and to ensure timely Renewal.
- Knowledge on office operation and Data Processing.
- Operate underwriting software.
- Ensuring policy files are properly maintained and following the clients regarding the renewal.
- Prepare sales quotations and follow with clients on potential sales.
- Preparing weekly and monthly sales reports and submitting to the Management.

ACADEMIC QUALIFICATION

- BACHELOR OF COMMERCE University of Kerala, India
- DIPLOMA IN COMPUTERISED FINANCIAL MANAGEMENT, TALLY Kerala, India

AREA OF EXPERTISE

- Capable to work in under pressure
- Customer Relationship Management
- Handling Branch Enquiries and Customer Complaints

REFERENCES

- Reference Will Be Provided as Per the Request

DECLARATION

I do hereby certify that the above information's are true and correct to The best of my knowledge.

SIBI CHERIAN