

# BIBIN CHARLY

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22-01-1997



## OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, leverage my learnings and contribute to the organization's growth.

## EDUCATION

- |   |             |
|---|-------------|
| • <b>BASELIOS POULOSE SECOND COLLEGE, PIRAMADOM</b> | <b>2019</b> |
| Bachelor of commerce -Finance and Taxation          |             |
| • <b>Govt. HSS, PAMPAKUDA</b>                       | <b>2015</b> |
| Higher secondary education                          |             |
| • <b>Govt. HSS, PAMPAKUDA</b>                       | <b>2013</b> |
| Secondary Education                                 |             |

## EXPERIENCE

### BOOKEEPING CLERK

June 2022- Feb 2023

Maria Furniture Mart, Pampakuda, Ernakulam

Provide financial information to management by researching and analysing accounting data. Prepare asset, liability and capital entries by compiling and analysing account information. Document financial transactions by entering account information and prepare reports.

- Records daily financial transactions and maintain accurate ledgers.
- Verifies receipts and make payments to the bank through cash or cheque.
- Monitors office expenses and pays vendor invoices.
- Aids in handling of tax forms.
- Processes and maintain payroll records.

**GROUND STAFF SECURITY****Jan 2021-Apr 2022**

Transguard group, Emirates group of security Dubai, UAE

- Screen passengers and their luggage using x-ray machines and metal detectors to ensure compliance with security regulations.
- Assist Emirates Airlines passengers in the check-in process, ensuring compliance with airport and airline security policies.
- Monitor and patrol designated areas to prevent unauthorized personnel from accessing restricted airport areas.
- Respond to security breaches and assist in conducting investigations into incidents or breaches.
- Conduct thorough security checks of Emirates Airlines aircraft and cargo to ensure compliance with security protocols.
- Coordinate with Emirates Airlines and airport authorities to manage emergency situations and ensure the safety of passengers and employees.

**ASSISTANT AT FURNITURE SHOP****Aug 2019-Dec 2020**

Maria Furniture Mart, Pampakuda, Ernakulam

- Provided support to the store manager in daily operations, including assisting in the management of staff and inventory control.
- Assisted customers with their purchases, handled cash and credit card transactions, and provided customer service to ensure a positive shopping experience.
- Maintained the store's cleanliness, restocked inventory, and assisted with visual merchandising displays.
- Assisted with the organization and management of the store's social media presence and email marketing campaigns.
- Assisted with the planning and execution of sales events and promotions, resulting in increased revenue for the store.
- Collaborated with the store's management team to streamline store operations, leading to increased efficiency and profitability.

**SOFT SKILLS**

- Multi-tasking
- Problem solving
- Decision making
- Team player
- Leadership
- Fast adaptation with new circumstances

**TECHNICAL SKILLS**

- MS Office
- MS PowerPoint
- MS Word
- Tally Prime
- Advanced Excel

## LANGUAGE

- English
- Malayalam

## ACHIEVEMENTS AND AWARDS

- Represented MG University Kottayam in National Integration Camp National Service Society
- Best NSS Volunteer Award (College level)

## PROJECT

- My coursework in Women's entrepreneurship development in rural areas through Kudumbasree

## REFERENCE

Available upon request