

## CURRICULUM VITAE



**MUHAMMED SHIBIL E**

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### **PRESENT ADDRESS**

Rashidiya Umm Ramool,  
Dubai - UAE

### **PERSONAL DETAILS**

DOB : 04.02.1990  
SEX : MALE  
NATIONALITY : INDIAN

### **PASSPORT DETAILS**

PLACE OF ISSUE: Kozhikode  
PASSPORT NO : J7636079  
Visa : EMPLOYMENT

### **LANGUAGES KNOWN**

English, Arabic, Hindi  
Malayalam, Tamil, Kannada  
& Thulu

### **DRIVING LICENCE**

UAE : # 4357020  
EXP DATE: 13 - OCT - 2024  
ISSUED: DUBAI.

INDIA : 58/6767/2008  
EXP DATE: 15 - AUG - 2028

Application for the post of **Admin, Accountant, Document Controller, HR Executive, Clerk, Secretary, Personal Assistant, Cashier, Purchaser, IT Assistant, project co coordinator, Store In charge**

A dedicated, energetic and flexible person who is determined to work in order to get the opportunity for gaining experience in this field and to apply the acquired skills and knowledge so as to increase the organizations productivity by achieving its goals efficiently and also to develop my career. I am looking for a challenging job that utilizes my formal education and extensive experience.

### **SKILLS AND ATTRIBUTES**

- Capable of making a creative in-put into business development.
- Mature and confident with an ability to work under pressure
- Self-driven and highly motivated with a talent to make things happen.
- Excellent leadership, teamwork, and interpersonal skills.
- Exceptional administrative and organizational skills.
- Professional attitude and strong commitment to the job.

### **8 YEAR EXPERIENCE**

#### **Administrative**

- Knowledge of human resources policies, rules and regulations.
- Maintaining confidentiality regarding Human Resources related issues.
- Ability to interface effectively with all levels of staff.
- Ability to prepare and maintain accurate records.
- Creating and updating personnel, payroll and accounting information in spreadsheets.
- Writing reports, business correspondence, and procedure manuals.
- Proficient with MS Word & Excel.
- Specifically responsible for answering clients with regards to their general queries about our services.
- Judiciously designed and implemented strategies to send refurbishment quotes in line with company estimator request.
- Utilized proficiency in handling incoming calls.
- Tasked with developing and implementing various administrative procedures, handling customer calls and general queries.
- Systematically maintained & devised office system and handled administrative and logistics matters of the company.
- Actively involved in all other administrative tasks required for smooth running of the office, answering phones and screening calls as needed.

### **INTERESTS**

Reading News Paper  
Travelling & Swimming.  
Playing Football, Cricket,  
Badminton, Swimming,  
Dancing etc.

### **SPECIALIZED IN**

Accounts, HR, cashiering,  
computer skill, Customers  
Service, Documents  
controlling. Purchasing Skill

### **STRENGTHS / SKILLS**

Accurate, attention to detail,  
highly self-motivated and  
dedicated, Ability handle  
pressure atmosphere.

### **CORE COMPETENCIES**

Client Support/Business  
Sales  
Office Management  
Facilities Management  
Travel/Transportation  
Arrangements  
Correspondence/Filing  
Documentation  
Administrative Operations  
Confidential Services  
Business Ethics  
Liaison/Cross Functional  
Coordination  
Problem Solving  
Microsoft Office Applications  
Logical Thinking  
Organization and Attention  
to Detail

## **CAREER PROFICIENCY-ACCOUNTANT**

- Worked as an Accountant cum sales administrator in Costal Wood Products 2011 to 2014
- Worked as a main Accountant and Management Department in Trading Company, United Arab Emirates

## **ACADEMIC QUALIFICATIONS**

- **BACHELOR OF BUSINESS ADMINISTRATION**  
**Batch: 2007-2010**  
**Institution: Kannur University.**
- **HIGHER SECONDARY EDUCATION**  
**Batch: 2005-2007**  
**Institution: Board of Higher Secondary Education, Kerala.**
- **SECONDARY SCHOOL LEAVING CERTIFICATE**  
**Batch: 2005**  
**Institution: Board of Higher Secondary Education, Kerala**

## **ADDITIONAL SKILLS**

- Proficient in MS office suite, Excel, E-mail & internet applications.
- Efficient in DTP, Tally, Peachtree Accounting & DacEasy.
- Excellent communication & interpersonal skills

### **Roles & Responsibilities:**

- Building productive, collaborative relationships with employees, and HR business partners.
- Assisting with employee relations.
- Reviewing resumes and applications sent in by job applicants.
- Maintaining employee files and the HR filing system.
- Advising employees and helping them make informed decisions about their careers.
- Conducting pre-employment background checks on prospective employees.
- Helping employees with benefit issues.
- Examining employee records to answer inquiries and provide information to authorized persons.
- Scheduling interviews for job applicants.
- Preparing badges, passes, and identification cards for staff.
- Assembling new hire information packs.
- Reviewing staff monthly vacation reports.
- Responding to applicants regarding job openings.
- Planning and coordination HR presentations and training sessions.
- Writing up job descriptions. reports.

**IAS LOOTAH CONTRACTING & METAL INDUSTRIES Dubai, UAE,**  
**Since 2017 to present.**

**ADDITIONAL INFORMATION**

- Planning the sequence of work in accordance with the WORK

procurement register,  
drawing deliverables and site

creating a schedule,  
ensuring the  
completion Microsoft  
Office of the project in  
a timely manner  
Revit Architecture

**PERSONAL**

- Clearing the bottle neck and responsible for the COMMUNICATION identification of critical activity and attacking these with a TEAM PLAYER separate tracker

**SOCIAL**

- Ensuring the project completion with in the established ORGANIZING time and budget, exceeding customer's expectation and CREATIVITY delivering high quality results.

- To enter the accounting entries in the system.
- To manage the receivables and payables.
- To prepare pay role.
- To check the sales status and targets
- Employed effectual VAT and payroll systems in the company and monitored change control policy and processes.
- Judiciously prepared comprehensive cost reports tracking the variance against budgets. Planned and presented cash flow position, related borrowing needs, and available funds for investment, to the management. Led and guided the team in the reconciliation of variance report between budget and actual.
- Constantly examined expenditures, analyzed revenues, determined variance and reported the same to management.
- Maintaining the all office asset.
- Attend phone calls.
- Monitor incoming emails and reply/forward as required.
- Arranging meetings, conferences, teleconferences, and arranging travel
- Fax, scan and copy documents
- Maintain Staff Records.
- Keeping records of Project related documents
- Informing management in regards to the visa status of the staff.
- Preparation of Quotation.
- Preparation of Invoice.
- Coordinating to project, design & site department for Proper documentation
- Maintain and update all project related documents such as shop drawing approvals, production drawing and submission status
- Preparing Transmittals for shop drawings, Material submittals, structural calculations etc.
- Follow up with Project manager/Project Engineer to get approvals for submitted documents
- Submitting documents, drawings to Main contractor/third party for approvals
- Preparing data logs for shop drawing, production drawing, and material submittals to controls the status of the works etc.

## **PERFORMANCE MAILSTONES**

Applauded for making continuous efforts to improve operations, decrease turnaround time, streamline work processes and ensure quality customer service  
Rendered pro-active secretarial assistance to senior officers to facilitate their job performances.  
Envisioned and implemented many new ideas of administrative procedure for saving time

Follow the all staff process related to the company like accommodation

Administration, Accountant, Document Controller, HR Secretary, Clerk & Assistant Purchaser:

- Sending Statement of Accounts to customers
- Maintaining records pertaining to Staff uniforms.
- Maintaining records in respect of chemical issues.
- Maintain records in respect of contracted service customers and following up in respect of renewal of the contracts.
- Maintain office filing and storage systems
- Type documents, reports and correspondence Exercising sound judgment and common sense. Demonstrated flexibility and ability to work with ambiguity.

## **AREAS OF EXPERTISE**

**HR Administration, Database maintenance, Secretarial duties, Accounts Office Assistant, Document Controller, Invoicing, Estimation, Store, Transportation, Material Coordination, Data entry Purchase, Cashier.**

## **DECLARATION:**

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

**MUHAMMED SHIBIL E  
0556185473**