

CURRICULUM VITAE

BIBIN BHAGEERATHAN



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Passport: P0620115 25/08/2026

Permanent Address:

Benz Nivas, Near Sivagiri
Saradhagiri road – Varkala Post
Trivandrum Dist. Kerala 695141
INDIA.

Present Address:

5th Street Sanaiya Industrial Area
Po box-64581 Al Ain UAE

Personal Data :-

Date of Birth : 03/05/1987
Father Name : K. Bhageerathan
Nationality : Indian
Marital Status : Married
Gender : Male

Hobbies:-

Reading & Writing, Internet surfing
& Social media, Driving, Traveling
& Music.

Languages Known :-

English, Arabic, Hindi & Malayalam

Working Experience :-

13yrs 02 Months.

PERSONEL PROFILE

A hardworking, self-motivated individual with an outgoing personality who enjoys meeting challenges and seeing them through, while remaining confident and good-humored under pressure. A problem-solver with the ability to adapt well to new situation and to work as an effective team member.

ACADEMIC CREDENTIALS

B.Com, From Kerala University.
From 2005 - 2008. (Course Completed)

Higher Secondary School, From Govt. Of Kerala.
From 2003 - 2005.

SSLC, From Sivagiri Higher Secondary School
Varkala. From 2002 - 2003

ADDITIONAL OUALIFICATION

Tally ERP 9 & Advanced Diploma in Multilingual computer Applications (2008 - 2009)
Well versed with MS Office Package (Word, Excel and Power point), Visual Basic, Oracle 8i, C and C++).

PROFESSIONAL WORK EXPERIENCE (Jan 2020 to Jan 2023)

1. Organization : Ahalia Finforex Ltd (India)
2. Position : Business Development Executive (NBFC & FFMC)

Operations:

Bank Reconciliation & Accounts Payable, Accounts Receivable, General Ledger, Fixed Asset register, Petty cash handling, Reconciliation of Creditors and debtors, Bank transfer, Fund Transfer to Bank, NEFT, RTGS, SWIFT Transfer, Air ticket issuing, Providing Business loan and vehicle loan, Deposits (Bond & Debenture) Gold Loan Opening & Closing Forex Purchase and Sales, Payments and Receipt.

BUSINESS DEVELOPMENT:

Customers meet & explain product details, Loan opening document collecting & preparing, Marketing, cross selling and Gold Loan takeover from other finance & banks.

PROFESSIONAL WORK EXPERIENCE (Nov 2016 to Aug 2019)

1. Organization : M/s AL MUQAME TRADING & CONT.CO (Oman, Salalah) Middle East
2. Position : Accountant (About company Furniture Export/Import)trading company

ACCOUNTING :

Accounts Payable, Accounts Receivable, General Ledger, BRS MIS Report, Fixed Asset register, Inventory report, Inventory physical checking during Auditing, Trial Balance, Petty cash handling, Reconciliation of Creditors and debtors , Employees reimbursement, Bank transfer, cheque deposit, Cash deposits, Bill discounting , journal entries, Purchase Sales, Debit note, Credit Note, Bank payment, Receipts.

HR Payroll & Benefits :

Salary processing, Vacation & sick time are tracked in the system, collecting employment info , preparing new employees files, Follow up until on boarding formalities, travel arrangement of new recruits, Over time calculation, Appraisals, Employees FFs along with Gratuity.

PROFESSIONAL WORK EXPERIENCE (Jan 2014 to Oct 2016)

1. Organization: M/s Ahalia Money Exchange & Financial Services Private Limited. (India)
2. Position: Customer Relationship Executive. (Foreign currency Exchange & Finance).

Operations:

Gold Loan Opening & Closing, Forex Purchase and Sales, SWIFT Transfer, Air ticket issuing, Bank Reconciliation & Accounts Payable, Accounts Receivable, General Ledger, Fixed Asset register, Petty cash handling, Reconciliation of Creditors and debtors, Bank transfer, Fund Transfer to Bank, NEFT, RTGS, Payments and Receipt.

WORK EXPERIENCE (June 2011- Jan 2014)

1. Organization: M/s Weizmann Forex Limited (Foreign Money Exchange & Western union Ext. Counter) India.
2. Position: Branch In - Charge.

Operations:

Forex Purchase & Sales invoice, Payment, Receipt, Credit and Debit Note, BRS, Debtors & Creditors Reconciliation, cash handling & western union transactions saving & posting entries.

PROFESSIONAL WORK EXPERIENCE (Oct 2010 to May 2011)

1. Organization: M/s Emirates Petroleum Products Company LLC (UAE, Dubai)
2. Position: Cashier. (EPPCO).

Operations:

Cash handling, Inventory, Product expiry checking, Merchandising & Planogram maintenance.

PROFESSIONAL WORK EXPERIENCE (June2009 to Oct 2010)

1. Organization: M/s Ahalia Money Exchange Pvt. Ltd. (India)
2. Position: Office Assistant. (Foreign currency Exchange & Travels).

Operations:

Forex Purchase and Sales, SWIFT Transfer, Air ticket issuing, Bank Reconciliation & Accounts Payable, Accounts Receivable, General Ledger, Fixed Asset register, Petty cash handling, Bank transfer, Fund Transfer to Bank, NEFT, RTGS, Payments and Receipt, Receiving money transfer.

Declaration:-

I consider myself familiar with information given above and I hereby declare that the Information furnished above is true to the best of my knowledge.

Date :

Place: Al Ain (Bibin)