



SHIBIN DAS P

PROFESSIONAL SUMMARY

I am a driven individual with a strong work ethic and a passion for continuous growth and learning. With a commitment to excellence and a proactive mindset, I tackle challenges head-on and strive to deliver high-quality results in every task I undertake. My approach is characterized by adaptability, resilience, and a willingness to embrace new opportunities for development. I am enthusiastic about contributing positively to any team or project and am eager to bring my dedication and enthusiasm to new professional endeavors.

EXPERIENCE

ACCOUNTANT (MAY 2023-APR 2024) ALIF SUPERMARKET, KATTUPPARA, INDIA

- Managed financial transactions, reviewed expense reports, and processed invoices for payment.
- Maintained financial records, ensuring integrity of the general ledger.
- Reconciled bank statements, resolving discrepancies and updating internal databases.
- Assisted in budgeting and forecasting, and handled client invoicing.
- Conducted audits for regulatory compliance, contributing to closing processes.
- Provided financial analysis, producing monthly reports using Excel.
- Communicated effectively with stakeholders for transparent reporting.

DELIVERY EXECUTIVE (NOV 2022-MAY 2023) FAMILY WEDDING CENTRE, PERINTHALMANNA, INDIA

- Verified orders for accuracy against invoices and bills.
- Conducted meticulous quality checks on merchandise.
- Packaged items securely and affixed tamper-proof seals.
- Maintained detailed records of orders and deliveries using inventory management systems.
- Provided exceptional customer service during order pickups, addressing inquiries promptly.
- Adhered strictly to company policies, procedures, and safety regulations.
- Ensured punctual delivery schedules and promptly resolved any delivery issues.

TRAINING & INTERNSHIP

RACW-FIELD ENGINEER

- Provided on-site technical assistance for telecom equipment.
- Helped install and test network infrastructure gear.
- Identified and fixed technical issues efficiently.
- Maintained meticulous records of activities and results.
- Ensured adherence to safety regulations at all times.

CONTACT

- +971 544844516
- shibin4das@gmail.com
- DUBAI, UAE

EDUCATION

- **Batchelor Of Comerce**
Safa arts and science college
Pookatiri ,Valanchery(2018-2021)
- **Certification of accounting**
- **Office automation**
- **Diploma in project management**

PERSONAL DETAILS

- Date of Birth : 05/03/2001
- Nationality : Indian
- Marital Status : Single

LANGUAGES

- ENGLISH
- HINDI
- TAMIL
- MALAYALAM

SKILLS

- Communication Skills
- Teamwork
- Problem-Solving
- Time Management
- Adaptability
- Attention to Detail

COMPUTER SKILLS

- TALLY ERP 9
- MS EXCEL
- FIRE FLY
- OFFICE AUTOMATION