



CAREER OBJECTIVE

To enhance my Professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trust me with responsibilities and challenges.

CERTIFICATIONS & COMPUTER SKILLS

- Bachelor in computer application
- Internet & MS office

PASSPORT DETAILS

Passport Number : V9238930
Date of Issue : 05/04/2022
Date of Expiry : 04/04/2032
Place of Issue : Cochin

LANGUAGES KNOWN

- ✓ English
 - ✓ Hindi
 - ✓ Malayalam
- (Able to read, write and speak)

PERSONAL DATA

Date of Birth : 16-04-1998
Gender : Male
Religion : Christian
Nationality : Indian
Marital Status : Single

PERSONAL INTERESTS

- ✓ listening to music.
- ✓ Sports.
- ✓ Travelling.

SIBIN B MATHEW

sibinbmathewcb@gmail.com

Contact No: +971 581585290

WORK EXPERIENCE

Total 4 year Experience

SALES ASSOCIATE

LG ELECTRONICS INDIA (2022–2023)

- Greet customers in a friendly and professional Manner.
- Provided service with a smile, offering courteous, helpful advice to best meet customer needs.
- Learning, presenting and demonstrating various products.
- Staying informed about competing products
- Closing sales and achieving sales target.

ASSISTANT ACCOUNTANT /BILLING CLERK

PITTAPPILLIL AGENCIES, KERALA, INDIA 2019 - 2022

- Handle cash, credit, and electronic Payments
- Issue receipts and maintain detailed transaction
- Process customer payments accurately and efficiently.
- Assist customers with inquiries and resolve any payment-related
- Monitoring all payments and preparing monthly billing reports.
- Collaborate with other team members to ensure smooth operations.
- Compiling, analyzing, and reporting financial data.

PERSONAL STRENGTH

- Good understanding ability
- Team Leadership
- Well prepared to adapt to difficult situations.
- Excellent communication skills
- Multitasking
- Time Management
- Problem Solving

REFERENCE

Mr Suraj Shamsudhin
Area Sales Manager of LG Electronics Cochin, India
ph : +91 98462 99706
email: suraj.s.lg@gmail.com

DECLARATION:

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

SIBIN B MATHEW