



## Shibin.P.Francis

Puthukattuchira house,  
Nambooripotty post office,  
Malappuram district  
kerala State  
Pin; 679333

+971 52 233 2479  
shibinfranciz@gmail.com  
<http://linkedin.com/in/shibin-p-franc/is-a081481b1/>  
DOB-28/11/1996

### CAREER OBJECTIVE

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To make establish a career as an Executive in a dynamic and progressive organisations where my skills can contribute to the company's goals and achievement and also aid my own personal and professional goal

### POSITIVE QUALITIES

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- Self Confidence/Motivation
- leadership quality
- Communication skill
- problem solving

### SOFTWARE PFOFICIENCY

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- Microsoft Word
- Microsoft Excel
- Tally prime

### LANGAUGE

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- Malayalam (native language)
- English (intermediate)

### VISA STATUS

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- visiting visa

### EXPERIENCE

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Assistant accountant and Sales executive  
kochukudiyil agencies edakkara  
December 2020 to December 2021

### DUTIES & RESPONSIBILITIES

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- Managing day-to-day transactions
- Verifying bank deposits
- Make day book and maintaining bank transaction.
- Preparing financial documents such as invoices, bills,

### EDUCATIONAL BACKGROUND

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Calicut university  
Bachelor of commerce  
(corporation)  
2015-2017

Bangalore university  
Master of Business Administration  
(HR& Finance)  
2018-2020

### DECLARATION

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I hereby declare that the above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.