



Shibin.P.Francis

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DOB-28/11/1996

CAREER OBJECTIVE

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 aidmy own personal and professional goal

POSITIVE QUALITIES

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

SOFTWARE PFOFICIENCY

- Microsoft Word
- Microsoft Excel
- Tally prime

LANGAUGE

- Malayalam (native language)
- English (intermediate)

VISA STATUS

- visiting visa

EXPERIENCE

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

DUTIES & RESPONSIBILITIES

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

EDUCATIONAL BACKGROUND

Calicut university
Bachelor of commerce
(corporation)
2015-2017

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

DECLARATION

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.