



# SIBIN VARGHESE

Organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.



sibinvargheseattijil@gmail.com



+971 56 357 8796



Sharjah, UAE



22 January, 1997



Visa Status : Visit Visa



Passport No : R9585492 Date of Expiry : 07/02/2028



## WORK EXPERIENCE

### Accounts and Administration

Sanjoe Paints and Hardware

05/2017 - Present

Kerala, India

#### Achievements/Tasks

- Visited sites and met with clients in person to identify the requirement.
- Prepared estimates used by management for purposes such as planning, organizing, and scheduling work.
- Provided accurate estimates by defining scope, timelines and limitations.
- Negotiated projects cost and ensured the business goals.
- Addressed and resolved customer complaints and issues to improve satisfaction.
- Gathered financial information, prepared documents, and closed books.
- Checked and pulled defective or expired products from shelves.
- Prepared purchase and sales orders to reach objectives and operational goals.
- Completed daily cash functions like petty cash, accounts payables & receivables.
- Provided positive impressions to old and potential customers through cold calling and cleared overdue payments of the existing customers.



## EDUCATION

### Diploma in Mechanical Engineering

Anna University

2014 - 2017

Tamil Nadu, India

### Higher Secondary

Board of Higher Secondary Examination

2014

Kerala, India

### Secondary

Board of Public Examination

2012

Kerala, India



## ADDITIONAL QUALIFICATION

Industrial training (MMV) (2019 - 2021)



## CORE COMPETENCIES

Cash Handling

Negotiable

Accounting Software Systems

Financial Statements

Vouching

Ledger Analysis

Bank Reconciliations

Data Collection and Analysis

Book Keeping



## SOFT SKILLS

Time management

Critical thinking

Communication

Collaboration

Listening and empathy



## PERSONAL INFO

Nationality : Indian

Gender : Male

Marital Status : Single



## STRENGTHS & QUALITIES

- Collaborating and working well together with others.
- Comforting people when they need it.
- Conflict management and resolution skills.
- Encouraging and inspiring people to do their best.
- Flexibility in thinking and operating style.
- Inspiring and motivating others to achieve greatness.



## REFERENCE

Mr. Shyju Joseph

Managing Director

- Sanjoe Paints and Hardware
- Mob : +91 9961707309
- Email: shyjujoseph\_t@yahoo.co.in



## DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

SIBIN VARGHESE



## COMPUTER PROFICIENCY

### MS Office

Word | Excel | PowerPoint

### ERP Software

Tally



## LANGUAGES KNOWN

English



Malayalam



Hindi



Tamil



Oriya



## INTERESTS & HOBBIES



Movies



Music



Reading



Sports