



SHOUBY MARIUM ABRAHAM

PROFESSIONAL SUMMARY

Experienced administrator with a proven track record of efficiently managing office tasks, coordinating schedules, and ensuring smooth operations. Seeking to leverage my expertise in administration to contribute effectively to a dynamic team.

CONTACT

Dubai
 +971 56 736 5027
 shouby24@gmail.com
 24-02-1990
 Indian
 Shouby Marium

SKILLS

- MS Office Suite knowledge
- Money Management
- Coordination
- Marketing
- Leadership
- Learning ability
- Problem-solving
- Team work & Time management
- Communication skills
- Confidentiality
- Adaptability
- Attention to Detail
- Administration system management
- Financial management
- Office management
- Professional and smart presentation

LANGUAGES

Malayalam Native

English C1

Advanced

Hindi B1

Intermediate

Tamil B1

Intermediate

ADDITIONAL INFORMATION

I'm a workaholic person and interested in learning new things for improving my career and knowledge.

WORK HISTORY

Administrative assistant with accountant 06/2020 – 04/2024
KATTANAM VYAPARI VYAVASAI WELFARE COOPERATIVE SOCIETY Ltd - India

- As an Administrative co-ordinating board meetings and general body meeting on time.
- Preparing the venue, notice and invitation to the members.
- Communicate effectively with the clients and superiors.
- Provide excellent customer service.
- Create and keep documents.
- Solve problems in a timely fashion. Demonstrate effective organizational and resource management skills.
- Support and guide the staffs for working efficiently to achieve the goals of the firm with limited time period.
- As an accountant assisting in the preparation of financial statements and reports.
- Recording financial transactions by entering account information into accounting software and Manual.
- Handling accounts payable and accounts receivable functions, including invoice processing and payment collection
- Reconciling bank statements and other financial records. Assisting with budget preparation and monitoring.
- Conducting basic financial analysis to support decision-making processes. Maintaining accurate and up-to-date records of financial transactions.
- Assisting with tax filings.
- Collaborating with senior accountants and other team members to ensure compliance with accounting standards and regulations.
- Providing support during audits by preparing necessary documentation and responding to inquiries. Assisting with general administrative tasks within the finance department. Staying updated on changes in accounting regulations and industry best practices.
- Prepared monthly bank reconciliations and compiled reports for financial reviews.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Organised and carried out month-end, quarterly and year-end processes.
- Created quarterly and yearly balance sheets to track financial trends and performance.

Franchisee (Navodaya vidyalaya Entrance Coaching) 08/2018 – 12/2019
Self – Kayamkulam, India

- Supervised staff to deliver top-quality service in alignment with company objectives.
- Established and successfully managed profitable business, demonstrating exceptional entrepreneurial skills and business acumen.
- Oversaw business staffing and training, building successful, customer-focused team.
- Maintained detailed and current records of inventory, personnel activities and business finances.
- Formulated marketing and advertising strategies for continuous business growth.
- Provide effective coaching of Basic english, Mathematics and Mental Ability to the kids from standard 2nd to standard 5th for cracking Navodaya Vidyalaya Entrance.

- Boosting the memory power and learning capacity of the students.
- Supporting extracurricular activities of students
- Helps to overcome stage fear of students and make them confident.

Junior instructor

04/2017 – 06/2017

Govt. INDUSTRIAL TRAINING INSTITUTE, CHENGANNUR - Chengannur, Kerala, India

- Preparation of lesson plan includes the objectives, prerequisites, and exclusions of the lesson teaching students how to calculate the sum of the terms in an arithmetic sequence with a definite number of terms.
- Make the Students will be able to recognize the formula for the calculations.
- Supported students to identify problems impeding education.
- Used illustrative activities to help students explore concepts.
- Evaluated students using standardised criteria to determine abilities and learning needs.
- Implemented proven methods to overcome common barriers to learning.
- Used established standards and teaching expertise to plan learning programmes.
- Taught students important points to prepare for examinations and assessments.

ASP.NET Developer

Green Info Solutions – India

Internship

SEO specialist

Spectrum software solutions – Internship

- Wrote engaging, entertaining and informative media scripts for different uses.
- Developed marketing plans to support department strategies.
- Analysed website performance and effectively practised SEO optimisation, increasing web traffic.

EDUCATION

Diploma of Higher Education: Diploma in Co-operation , Kerala University , 03/2024

Co-operative college Aranmula – Aranmula, India
Result waiting

Bachelor of Engineering: Electronics And Communication Engineering, CUSAT U, 04/2012

TKMIT – India

Rank: First class

PLUS TWO, Kerala University : Science , 03/2008

SABARIGIRI HIGHER SECONDARY SCHOOL – India, India

Rank: First class

SSLC Kerala University , 03/2006

BMGHS – India

Rank : Distington

HOBBIES

- Reading
- Writing
- Making stuffs
- Solving puzzles

PERSONAL DETAILS

Marital Status : Married

Visa Status: Visit Visa

Expires: 03-06-2024

Passport Number: T6902576