



NAME: SIBIN BABU KORAN

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CAREER PROGRESSION

OPERATIONS/ACCOUNTS SETTLEMENT EXECUTIVE

CITY EXCHANGE LLC BY STATE BANK OF INDIA, DUBAI
09-05-2017 to 03.12.2021

DEBT COLLECTION OFFICER 2

UAE EXCHANGE AND FINANCIAL SERVICES ,KERALA
01-02-2016 to 31.11.2017

SALES EXECUTIVE-INDOOR

SPINNEYS LLC, MOTOR CITY DUBAI
01-06-2015 to 30.01.2016

PROFESSIONAL PROFILE

OPERATIONS, BRANCH ACCOUNTS -SETTLEMENT EXECUTIVE

CITY EXCHANGE LLC BY STATE BANK OF INDIA, DUBAI

- Reconciliation of various accounts and settlement of the same.
- Handling branch accounts, account settlements at the end of the day
- Posting and processing various provision accounts- journal entries and prepaid expenses.
- Providing support to the Finance department by managing daily accounting – reconciliations tasks.
- Processing monthly salaries of various companies through wage protection system (WPS).
- Preparing Payroll as a payroll staff for more than 2000 employees and 400 companies in a month.
- Monitoring the transactions, quoting the rates and approval of cheque deposits and online transactions.
- Accurately receiving, counting and distributing cash -approximately 1million to 1.5 million per day and maintaining branch vault and other teller duties.
- Preparing financial statements and report generating.
- Excellent knowledge of MS office and familiarity with Tally-ERP 9, SYMAX, and in WPS -Payroll.
- Performing as an accounting clerical staff by coordinating activities and answering questions.
- Maintains customer confidence and protects operations by keeping financial information confidently.

DEBT COLLECTION OFFICER/MARKETING EXECUTIVE

UAE EXCHANGE AND FINANCIAL SERVICES ,KERALA

- Identifying deviations from predetermined payment plans.
- Calling and emailing defaulters to restate their dues.
- Monitoring defaulters' repayments to stop recurrent noncompliance.
- Locating and contacting debtors to inquire of their payment status.
- Visiting customers and external agencies and performed as x-pay marketing team leader.
- Performed as x-pay virtual money marketing team leader.

Personal Information

Academic Qualification

- **MBA – (MARKETING)**
MANGLORE
UNIVERSITY,2013-2015
- **BACHLORE OF
BUSINESS
MANAGEMENT
(FINANCE)**
Mangalore University,
2011-2013.
- **Higher Secondary-
Secondary school
udma.**

Personal Profile

Date of Birth : 17-11-1992
Place of Birth : Kerala,India
SEX : Male
Civil Status : Married
Citizenship : Indian
Religion : Hindu
Visa Status : Visit Visa
PASSPORT NO : K9215289
Place Of Issue : CALICUT
Date of Issue : 18/01/2013
Date of Expiry : 17/01/2023
Languages Known: English,
Hindi, Malayalam ,and Tamil

Driving License:

Valid UAE Driving License

License NO: 3910324

- Connect with and quickly develop relationships with key contacts at prospects.

INDOOR SALES EXECUTIVE/MERCHANDISER

SPINNEYS LLC DUBAI (FMCG)

- Managing levels and distribution of stock.
- Setting stock promotions/price reductions as appropriate.
- Assessing sales performance of different ranges.
- Promotes sales customers directly. This includes: managing data and marketing lists, engaging clients to learn key decision makers and driving collection of key client information.

❖ AWARDS AND ACHIEVEMENTS:

- Accumulated more than 800 NRI/NRO accounts with the association of State Bank of India in the year 2018-2019.
- Generated new business and long-term account opportunities through prospecting and cold calling, resulting in over 250 new remittances and 30 above WPS, customers in the year 2019- 2020.
- Established CRM to increase sales, improve sales forecasting, and enhance account tracking on new and existing clients.
- Great professional career growth in very short time with zero customer complaints.
- Facilitated good experience of customers and Management while visiting the establishment or talking over the phone.
- Employed good handling of customer inquiries and problems resulted to customer satisfaction.

STRENGTHS

- Ability to thrive in fast-paced work environment
- Success Oriented and Natural Leader
- Perform well under work pressure
- Excellent troubleshooting skill
- Flexibility and Adaptability
- Strong analytical abilities
- Decision making skills
- Positive attitude
- Punctuality
- Sales skill

Technical Qualification

- Working Knowledge in SYMAX
- Working knowledge in MS Office, MS Excel, Power Point, Email, Web and Social Skills

Declaration

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

SIBIN BABU K

Place: Dubai

Date :