

SHIBU BALAKRISHNAN APPADAM VEETTIL

Building No: 2, Zone No: 53
Al Sawsan Street, Street No: 709
Al Rayyan, Mauthier.
Po Box No: 1028, Doha, Qatar
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Career Objective

To deliver my duties to the fullest satisfaction of the superiors and subordinates and to reach responsible position in future, work for the betterment of the company in any circumstances.

Professional Experience

1. Organization : DOHA FACTORY FOR PAINTS AND CHEMICALS

Role : Sales Executive

Period : July 2023

Job Location : Doha, Qatar.

Job Description

- Meeting with clients virtually or during sales visits
- Demonstrating and presenting products
- Establishing new business
- Maintaining accurate records
- Attending trade exhibitions, conferences and meetings
- Reviewing sales performance
- Working towards monthly or annual targets.

2. Organization : AL HIJAZ AUTO MAINTENANCE CENTER

Role : Co-Ordinator (Sales & Operations)

Period : November 2020 to March 2023

Job Location : Doha, Qatar.

Job Description

- Schedule sales employees
- Accept sales orders and send invoices
- Keep an organized file system of sales documents
- Make travel arrangements for representatives
- Set appointments and maintain a calendar for the department

3. Organization : GENESIS TRADING SERVICES W.L.L.
Role : OPERATION MANAGER
Period : October 2016 to October 2016
Job Location : Doha, Qatar.

Job Description

- Examine statements to ensure accuracy.
- Prepare and verify daily reports.
- Prepare daily income and expenditure.
- Supervising the work of office juniors and assigning work for them.
- Creating and modifying documents using Microsoft Office.
- Updating, processing and filing of all documents

4. Organization : AL SAAD RENT A CAR CO.W.L.L
Role : OFFICE ADMINISTRATOR
Period : August 2014 to September 2015
Job Location : Doha, Qatar.

Job Description

- Examine statements to ensure accuracy.
- Prepare and verify daily reports.
- Prepare daily income and expenditure.
- Typing documents and distributing memos.
- Supervising the work of office juniors and assigning work for them.
- Creating and modifying documents using Microsoft Office.
- Updating, processing and filing of all documents.

5. Organization : State Bank of India
Role : Branch Relationship Officer
Period : May 2011 to May 2014
Job Location : Kozhikode, Kerala, India.

Job Description

- Canvassing of SBI card applications from High Valued customers of over 45 State Bank of India and 30 State Bank of Travancore Branches in Calicut and Malappuram District.
- Marketing of Housing loans, vehicle loans and other advance products of the bank.
- Canvassing deposits, savings and current accounts.
- Providing personalized service to High valued customers of the bank

Achievements

Team leader for complementary flag distribution during the World cup 2022 at Qatar.

Academic Profile

- ☐ S.S.L.C under the State Board of Public Examination in 2005
- ☐ PLUS TWO under the State Board of Higher Secondary Examination in 2008
- ☐ B.Com under the Council for Technology and Science Kerala(C-TECH) in 2011

Computer Proficiency

- ☐ Basic Office Automation
- ☐ Internet

Personal Profile

Date of Birth	:	2 nd February 1988
Marital Status	:	Married
Languages Known	:	English, Malayalam, Hindi (Read, Write, Speak)
Nationality	:	Indian
Passport Number	:	J6851841
Visa Status	:	Permanent Visa (Accountant Visa / Transferable)
Qatar Driving License	:	Yes
Permanent Address	:	Thulasi Balan K. Nair Road, Ashokapuram, Kozhikode-District, Kerala. India,Pin:673001

Declaration

I hereby declare that all the statements given above are true & correct to the best of my knowledge & belief.

Place : Qatar

Date :

SHIBU BALAKRISHNAN APPADAMVETIL

