



Seeking a Challenging Career in a Reputed Company where I can utilize my skills and strong commitment and dedication for the progressive mutual Growth.

CYRIL PHILIP

FUJAIRAH- UAE
+971-569094195

Phone:

+971-569094195

E-Mail:

cyrils.philips@gmail.com

PERSONAL INFO.

DOB: 08/04/1993

Arackaparambil House

Koruthodu P.O,

Pallippadi

Kottayam

Kerala, India.

VISA STATUS: VISIT VISA

SKILLS & QUALIFICATION

- 4 Year Accounts & Sales Experience
- Up to 2 Year Managing Experiences
- Computer Knowledge
- Problem-Solving Abilities
- decision maker
- Strong communication & Coordination Skills
- Service-focused

LANGUAGES

- ❖ English
- ❖ Malayalam
- ❖ Tamil
- ❖ Hindi
- ❖ Telugu

PROFESSIONAL EXPERIENCES

1. POSITION : EXPORT & PRODUCTION COORDINATOR

Organization : Mampuzha Rubber Processing Pvt. Ltd

Duration : Since December – 2020 to May 2022

JOB RESPONSIBILITIES

- Analyze Market requirements with regular communication.
- Regular coordination with Production as per expected requirements.
- Maintain Raw-Materials availability and stock regular basis.
- Maintain Customers by regular follow-up
- Arrange proper solution if any issues or complaints after sale.
- Verify and approve final bills & quantity.

2. POSITION : BILLING & DATA ENTRY EXECUTIVE

Organization : Park Residency Hotel and Bar

Duration : September 2019 -December 2020

JOB RESPONSIBILITIES

- Completing daily bill entries with in the short period.
- Coordinate with store departments and verify.
- Retail sales bill entries and working as cashier if required.
- Hand over daily inward and outward stock details to purchase Dept.
- Forward daily summary to accounts and solve quires.

3. POSITION : ACCOUNTANT (LIMITED CONTRACT BASIS)

Organization : Kerala Forest Department

Duration : November 2017 - September 2019

JOB RESPONSIBILITIES

- Daily bill entering to software
- Banking & Cash documentation – Book keeping
- Vouchers, Payments Receipts preparation
- Petty cash Preparation & Managing.
- Daily Report & Summary – Hard & Soft copies forwarded to Department Accounts.

4. POSITION : BILLING & SALES

Organization : Kedison Expellers

Duration : January 2016 - June 2017

JOB RESPONSIBILITIES

- Wholesale & Retail Billing
- Counter & Retail Customer managing
- Retail Sale Cash collection and book keeping
- Sales bill verification & Approve

CARRIER HISTORY

SI No.	ORGANIZATION	JOB TITLE	DURATION		PLACE OF WORK
1	Mampuzha Rubber Processing Pvt. Ltd	Export & Production Coordinator	Dec-2020	May -2022	Karuvarakund - Nilambur - India
2	Park Residency Hotel and Bar	Billing & Data Entry Executive	Sep -2019	Dec -2020	Nilambur - India
3	Kerala Forest Department	Accountatnt – Data Entry	Nov - 2017	Sep - 2019	Koruthodu, Kerala - India
4	Kedison Expellers	Billing & Sales	Jan - 2016	Jun - 2017	Kanjirappally, Kerala - India

ACADAMIC QUALIFICATIONS

- **“TALLY ERP”**
Zen Technology - Kanjirappally
2016 -2017
- **“BA”**
Bangalore University at St.Francis De Sales College – Bangalore
2012 -2015
- **“BACHELOR OF PHYLOSOPHY”**
Bangalore University at Fransalian Institute of Philosophy andSocial Sciences – Bangalore
2012 -2015
- **“+2” HIGHER SECONDARY EDUCATION”**
Kerala Gov. Certificate of higher Secondary Education Examination – Kerala
2009 -2011

ADDITIONAL SKILLS / QUALIFICATION

- NSDC Certification – as TRAINEE ASSOCIATE – RETAIL SECTOR
- Excellent Communication Skills- verbal and written.
- Ability to work flexible and travel within an assigned territory.
- Internet – Email & Microsoft PC skills with Eligible in English typing test.
- Expert by using of Microsoft excel, Microsoft word, PowerPoint & Accounting software...etc

REFERENCES

All References are available on Request

“Thank you for your time and consideration”. I look forward to speaking with you about my experience and passion. “I wish to get a chance to discuss about the opportunity in your esteemed firm as per my above experiences”. Thanks