

# SIJO SIBY JOSEPH

Phone - +353 892773270

Email [sijo1993@gmail.com](mailto:sijo1993@gmail.com)

To secure a challenging position that allows me to contribute my skills and abilities for the personal and organizational betterment. Also, to experiment with new ideas towards creativity, while providing growth opportunities for both the company and myself. Possess excellent interpersonal, communication, and team leadership skills.

## EXPERIENCE

2021 – PRESENT(PART -TIME)

### **Bidvest Noonan ( Security officer) Ireland**

Manage and perform various operational activities including monitoring CCTV, controlling theft, and providing customer support / service. Leverage professional expertise for protecting confidential documents and keeping track of visitors and staff

- Created incident reports and prepared day-to-day report with a keen focus on ensuring seamless workflow.
- Spearheaded all deliveries as well as performed site patrolling to maintain high standards of security.

2018–2020

### **ANJ Finance (Junior Accountant) , Kerala ( India )**

- Ledger reconciliation for the debtor and the purchases. working knowledge of banks, auditors, and legal departments.
- Payroll, bookkeeping, budgeting, and account reconciliations are all examples of accounting.
- Able to handle massive amounts of financial data.

2016-2018

### **Shri Ram Medical Agencies (Junior Accountant) , Rajasthan ( India )**

## EDUCATION

2021 – 2022

**MASTER OF BUSINESS ADMINISTRATION( GENERAL WITH SPECIALIZATION IN FINANCE AND HUMAN RESOURCES) , DUBLIN BUSINESS SCHOOL ( IRELAND )**

2013-2016

**BACHELOR OF COMMERCE ( CO-OPERATION) MAHATMA GANDHI UNIVERSITY, INDIA**

**SOFTWARE PROFICIENCY**

- Tally & G operator

## **SKILLS**

- Time management
- Willingness to learn
- Ability to deal with people diplomatically
- Flexible and Adaptable
- Willingness to work in team and good patience level

## **HOBBIES**

- Cricket
- Football
- Swimming
- Driving
- cooking