

Cover Letter

UBAIS.T

Falaj Al-Qabael

Sohar

Sultanate of Oman

Dear Sir

I am writing this letter in response to post in your firm that has been posted for job recently. I am sending this application along with my resume and experience letter for your review.

I did also an internship of 12 weeks with topic of Financial Performance in Western India Plywood Ltd at Kerala ,India.I had visit industries such as Toyota kirloskar,Infosys,Telco and so on.. at India

I have a work experience as Business Development Executive in Axis Bank for 10 months where I was responsible for managing NREclients,Businessmen and various local clients of the bank. I possess excellent communication skills and can maintain good relations with colleague. I am highly proficient with computers

I have completed my bachelor's degree in BBM with specialization of Finance from Kannur University at Kerala and did my MBA in Finance from VTU University at The Oxford College of Engineering Bangalore.India

I am highly dedicated to my work as recognition of which you orded, I earned incentives in past 3 working months. I believe in smart work and punctuality. I can maintain healthy interpersonal relations with co-workers and also possess excellent computer knowledge. I possess the ability to work under any condition and I particularly thrive under pressure.

I believe my credentials mentioned above would have left a favorable impact on your mind and I will be really glad to join your company . So looking forward to meet you in private and talk more about the company and my prospects of joining the corporation. Thanking you for your time and concern.

Sincerely

UBAIS.T

Enclosures: Resume and experience letter.

No Objection Certificate is Available in Oman

Career Objective

I want to be a valuable asset to your company by means of my Qualification, Skills and Knowledge. I always look forward for the challenges,



UBAIS.T
MBA
Ubaistmuscat@gmail.com(Oman)
Ubaist1@gmail.com(India)
Mobile:00968-96934456
:00968-94628236

Linked In : Ubais T
Address of correspondence:

Sohar
Sultanate of Oman

Permanent Address:

Tholichi House
Poithum kadavu
P.O.Azhikode
Kannur-670009
Kerala
India

Personal Data

Father's Name :Ibrahim K
Date of Birth :31st March 1991
Sex : Male

Linguistic Abilities

English
Malayalam
Tamil
Arabic
Hindi

Area of Expertise

English
Computer
Customer Handling
Accounting
Tally ERP 9 Software
Finacle Software(Oracle)
CMS

creativity, learning ability & rapid carrier growth. Enhance my career in customer service by using my skills and experience to make maximum contribution to organizational and self-growth.

Strength

If there is anything that drives me as a person, it is the strong sense of duty. I am a person with positive attitude and would work in the best interest of the organization and society using all my abilities and skills

Technical Skills

- * Outlook
- * Microsoft Office
- * Tally ERP 9. with Multi users version

Soft Skills

- * Communication
- * Interpersonal and analytical skills
- * Team Player
- * Ability to deal with people
- * Can face challenges
- * Maintaining corporate relationships

Previous company Operation Skills are acquired

- 1.Container Clearance from Turkey, India and China and Dubai
- 2.Stock Report
- 3.Bank reconciliation in different Bank such National Bank of Oman and Bank Muscat
- 4.Purchase management from different Companies
5. Sales reports via different sales Executive
- 6.Container Payments and their formalities
- 7.Purchase Order and Sales Order
- 8.Payroll via concerned Employees through Bank Transfer
- 9.Working Capital Management
- 10.POS transaction Sale
- 11.Batch cost Management for Sofa Making and Curtain Making
- 12.Delivery Management
- 13.Staff welfare Allowance Manage5
- 14.C company Quotation and different companies requirements Management
- 15.Showroom Management with Different Bed room and interior Products
16. Visa renewal and formalities for staff
17. Medical Insurance
- 18.C company paper Renewal and their Formalities
- 19.Centralised and different Branch accounting Operation via Tally ERP 9

Educational Profile

Qualification	Year	Board/University	Institution	Percentage
---------------	------	------------------	-------------	------------

	MBA	2014	VTU University India.Bangalore	The Oxford College of Engineering	64
	BBM	2011	Kannur University India	Morazha Arts & Science	74
	+2	2008	Kerala Higher secondary Board India	Azhikode Higher Secondary School	75
	S.S.L.C	2006	Kerala Secondary Education Board India	Azhikode High School	63

Achievement

- * Was the Member of NSS in Degree College
- * Diploma in Graphic Designing
- * Exam is appeared in Diploma in Graphic Designing course from ACCOUNTANTS SERVICE SOCIETY

Proiects

- Degree :did organizational study on the topic of Finance Department for one month at Western India Plywood Ltd in India
- MBA : did internship for 12 weeks on the topic of Financial Performance at Western India Plywood Ltd-(www.wipltd.com)

Experience

- Business Development Executive in AXIS BANK during November 2011- August 2012 (www.axisbank.com) .(10 Months)
- Accountant in More board Plywood Private Ltd during December 2014 to May 2015(6 Months)
- Accountant In Middle East Furniture LLC at Sohar Oman during December 2015 to till the date (CR NO.1101565)

Personal Data

Marital Status: Single

Father Name: Ibrahim K

Age : 25

Gender: Male

Nationality: Indian

Domicile: Kerala

Religion : Islam

Interest: Badminton, Chess, Cricket and Traveling

Passport Number :J5449522

Declaration :

I hereby declare that all the above information given by me is correct to the best of my knowledge and belief.

Place: Sohar

UBAIS.T

Date :12-10-2017

