



Jibi Jacob

Aranattukarakaran House

Panampilly Nagar

Kochi : 682036

Mobile: 0091 9895923718 / e-mail: jibijacob189@yahoo.co.in

ACADEMIC QUALIFICATIONS

Name of University	Qualification Obtained	Percentage(%)
2008- 2009 University of Dundee, Scotland, United Kingdom.	MSc in International Business and Marketing.	63%
2005- 2008 Mahatma Gandhi University, Kerala	Bachelors in commerce	69%
2003- 2005 Sacred Heart Higher Secondary, Kerala	Higher secondary examination (Commerce group)	89%
2002- 2003 Anglo Indian High School, Kerala	Secondary school examination	81%

PROFESSIONAL EXPERIENCE

Assistant Manager in Herbel Eastern Limited (Scotland)(Sep 2008-Jan 2012)

- Team Management
- Customer service.
- Responsible for Quality in sales, service offered .
- Deputy in charge in manager's absence.
- Resolving customer issues

Accounts Executive in Muthoot Finance Ltd (Ernakulam Regional office) . (Dec 2012-Present)

- Accounting of Salary and Incentive of Regional Office and Auditors.
 - Accounting of PF and ESIC of Regional Office and Auditors.
 - Checking Bank Reconciliation statement of 85 Branches under Ernakulam Region.
 - Preparing Incentive of 85 Branches under Ernakulam Region
 - Ensuring that the ESI contribution is remitted by branches every month .
 - Attendance of all Staff and Branch manager's Leave section .
-

KEY SKILLS

- Extensive knowledge of Excel spreadsheets.
 - Completion of Work in Time.
 - Excellent communication skills.
 - Quick Learner.
 - Ability to work in a Team.
 - Excellent customer service.
 - Certified with MS Office Package.
 - Certified with Visual Basics, Tally, SQL, HTML.
-

CAREER OBJECTIVE, PERSONAL ATTRIBUTE AND COMMITMENT

My career objective is to work for professional organization, preferably in the field of Finance and Operations. This should help me to enhance my skills, enable me to grow as an individual and broaden my horizon.

Strong determination, hardworking and straight forwardness are characteristic attributes of my persona. I believe in delivering my duties with utmost responsibility and sincerity, with the honesty of my opinion & I trust that these attributes will be aimed towards the growth and prosperity of the organization where I will be serving. Given an opportunity to serve your esteemed organization, I promise that I will use my full potential for the development of the organization.

REFERENCE

1)M.K. GEORGE

1) M. K GEORGE
SR.REGIONAL MANAGER
MUTHOOT FINANCE LTD
ERNAKULAM
MOBILE – 00919447188005
EMAIL : joji7cheruvally@gmail.com

2) RHYS MARTINSON
MANAGER
HERBEL EASTERN LTD
CLAYPOTTS, SCOTLAND
MOBILE – (0044)7816941391
EMAIL : rhysm3@gmail.com