**THOMSON JACOB**

Thaivachathil house

Kolabhagom po

Pathanmthitta

Mobile: +91-9714570679

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**Career Objectives**

* challenging position, which encourages the utilization of previous experience and to acquire more professional in the finance and administration career*.*.
* Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding at a reputed organization so as to take responsibility and contribute significantly.

**Skills**

* Hard working and disciplined.
* Ability to deal with people,
* Team player

**Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **SSLC / Plus-2/** | **Year of** | **University/board** | **%age /** |  |
| **No** | **Degree/Diploma/PG** | **passing** | **CGPA** |  |
|  |  |
| 1 | M.Com | 2009 | MG University | 71% |  |
|  | [Finance Stream] |  |  |  |  |
| 2 | B.com [co-operation] | 2007 | MG University | 69% |  |
| 3 | Plus two | 2004 | Board | 68% |  |
| 4 | SSLC | 2002 | Board | 55% |  |
| 5 | MBA | 2020 | Bharathiar University | 58% |  |

**PG PROJECT**

**Company: Maruti Udyog ltd**

Location: Thiruvalla , Kerala

Description: An exploratory study of marketing strategy and customer satisfaction Maruti Udyog Ltd .

**Career History of Manappuram Finance LTD**

**CASHIER (Jr Officer – 11 FEB, 2011 )**

Location – JAMNAGER (GUJARAT)

Responsible for Attending Customer queries, Statement of Daily Remittances, Cheque realization statements, Telegraphic Transfer, Trade Advances of several Dealers, Termination of Contract Papers, Corresponding to HO, RO & Area Heads.

**Branch Manager - 1st December 2012**

Location – JETPUT, (GUJARAT)

Responsible for Sales & Recovery Presence at the Dealership points. Meeting walk in customers and converting leads into sales. To achieve the Targets on monthly basis. Maintain 92% current collections in all the products month on month. Identifying new and meeting group customers and communicating various market happenings to the Management.

**AREA SALE OFFICER ( – 1st Jan 2013**

Location – RAJKOT Gujarat.

Responsible for achieving the company’s regional sales target. Motivating branches and sales staff. Promoting Manufacturer’s special schemes to the Branches across Gujarat, Dealers tie up, Incentive based schemes to dealers and extending Trade Advances. Dealer’s co-operation agreements, Meeting sales team and Dealers on every week. , arresting No Movement contracts. Disposal of Repossessed stock.

**OPERATION AND HR EXCUTIVE – 16h June, 2016** Location – Ahmedabad (Gujarat)

Responsible for the entire the region works , Gold loan, Auction related, HRM related, statutory Complaints related, IT related, Operational work related

**REGIONAL HEAD – AUDIT June 2017**

Location – Regional office Ahmedabad ,Gujarat State,

**Key responsibilities.**

* **Audit -** Follow up of **audit irregularities** such as spurious/low quality/weight difference/theft,Wrong Documentation etc , reporting and Recovery status of such irregular accounts should be reported through the weekly regional review meetings taken.
* **Customer Service -** Follow up through subordinates with the customer complaints pending withBranches reflecting in MIS.
* **Auction Related** –Conduction of auction and transfer of gold from different branches to actionablecentres.
* Main responsibility of observing Certain unwarranted activities at the Branches, viz. pledging spurious items, replacing pledged gold ornaments with spurious items, serious violation of Circulars, misusing cash and assets of the company, other anti-organizational activities, etc. have been noticed by the Management. Few employees either directly or indirectly seem to be involved in such activities**.**
* To undertake audit of various task assigned as per the audit calendar within the target time
* Timely, accurate, concise and effective documentation of audit reports on exceptions observed during the course of audit
* Ensure qualitative and effective performance in all areas of audits undertaken
* Critically review the existing process and procedures during the audit of respective areas and suggest areas of improvement which would enhance controls and simplify process flow
* Identify any operational risk areas and escalate to the team leader

* Review and follow up of rectification responses from the auditee for early rectification of audit comments and timely closure of audit files
* To effectively track and identify revenue leakage and suggest measures/process to plug the same
* Job involves carrying out various Audit reviews

**REGIONAL MANAGER – OPERATION April 2019**

* Achieves regional sales operational objectives by contributing regional sales information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining regional sales system improvements; implementing change.
* Contribute operations information and recommendations to strategic plans and reviews; prepare and complete action plans; implement production, productivity, quality and customer-service standards; resolve problems; complete audits; identify trends
* Analyze process workflow, employee and space requirements and equipment layout; implement changes
* Responsible for all department managers and supervisors, with review/approval responsibility for all operations employees

**PREVIOUS EMPLOYER: ALOHA INDIA PRIVAT LTD**

Designation: Accountant Assistant

Period: 1 year [2009 JUNE – 2011 JANUARY]

**Key responsibilities**

* Monthly salary preparation
* Maintaining records of Entire company

**Achievements**

* To observe the work responsibilities
* To work along with GM Level and SVP

**Awards And Achievements**

**Academic**

* Best student of the year award during plus-two
* 2009 Post graduate in M.Com[MG University }
* Qualified Tally 9.0

**Extra-curricular**

* Participated in various cultural events at school & university level

**Preferred Place of Posting state And District** : Kerala –Pathanmthitta , Kottayam

Rajasthan – Jaipur

Gujarat- Ahamedabad , Vadodara, Rajkot

**Personal Profile**

|  |  |  |
| --- | --- | --- |
| Father’s Name | | : Jacob Thomas |
| Date of Birth | | : 31/10/1986 |
| Gender | | : Male |
| Marital status | | : Single |
| Mother tongue | | : Malayalam |
| Languages known | | : English, Hindi, Malayalam, Tamil, |
| Native place | | : Thiruvalla |
| Driving license | | : PM/98/06 |
| Passport port no | | : V3051505 |
| **Declaration** | |  |
|  |  |  |

The above mentioned details are true to the best of my knowledge.

I shall discharge my duties, responsibilities & all works assigned to me without leaving a chance for

dissatisfaction.

Thanking you,

Thomson Jacob,

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Email Id: jerin915@gmail.com