

JACOB MATHEW

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🌐 LinkedIn

🚩 Indian



Objective

To work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with the organization objective.

Work Experience

Business Development Officer, Muthoot Finance Ltd. 12/2024 – present | Kochi, India

- Handled end-to-end processing of personal loan applications, including verification and documentation.
- Assisted clients with loan eligibility checks, form filling, and query resolution.
- Maintained accurate records of customer interactions and loan processing status.

L&D (Learning Department), Mahindra Logistics 2023 – 2024 | Ernakulam, India

- Assisted in product sorting, inventory arrangement, and order dispatch coordination.

Delivery Associate, Flipkart 2022 – 2023 | Thodupuzha, India

Supervisor, Indian Battery Shop and Auto Electricals 2019 – 2022 | Thodupuzha, India

- Managed financial transactions, including daily cash handling, sales reconciliations, and bank deposits, ensuring accuracy and compliance with company policies.

Education

PG Diploma In Computer Application, GTech Computer Education 11/2021 | Thodupuzha, India

BA English Language and Literature, MG University 2017 – 2020 | Pala, India

Certificates

Financial Analyst Job Simulation

- Completed a Simulation focused on financial analysis as an Analyst on the technology team at an investment bank.

Accounting Job Simulation

- Completed a simulation focused on the role and responsibilities of an accounting associate at Koch Industries
- Analyzed financial data sets and articulated findings to senior leadership

Skills

- **Technical Skills:** Data Analysis, Financial Analysis, Microsoft Excel, MS Office, Poster Design, Data Entry, Email Management.
- **Soft Skills:** Quick Learner, Problem Solving, Team Collaboration, Time Management, Communication.

Languages

- English
- Malayalam

Declaration

I hereby declare that all the information furnished above is true to the best of my belief.