

JACOB MATHEW

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 Thodupuzha, Idukki, Kerala, India

 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

Bussiness 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,

11/2021 | Thodupuzha, India

GTech Computer Education

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.