

# JESWIN JOSEPH (MBA)

OPERATIONS EXECUTIVE (CTSAR) || ASSOCIATE PURSUIT ENABLEMENT (EY) || (EA PURSUING)



## S U M M A R Y

Adept and dedicated management profession with 2 months of Experience in shipping Line. 1 Year & 7 Months of experience in pursuit management, accounts enablement, bid, proposal management, research, having managed various projects from global. Seeking a new challenge and greater responsibility as a finance and accounts profession where my experience will drive client facing projects, work closely with functional teams, handle ownership and coordination of projects. Also I am Pursuing IRS Enrolled Agent (US) and having valid PTIN.

## CONTACT INFO & PERSONAL DETAILS

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 **jeswin.lawandledger**

**Visa Status:** Residence visa (05/11/2025)

**Dob:** 19/December/1999

## SOFT SKILLS

- Time management Organization
- Team building
- Adaptability
- Interpersonal communication
- Relationship building

## LANGUAGES

- English
- French (Beginner)
- Malayalam.

## ACHIEVEMENT

- Helped the Engagement partner to have a full conversation regarding HSBC digital pursuit with right credentials.
- Vice-Captain of School Volleyball Team and led the team to All India CBSE National Volleyball Championship.
- Marketing Team Coordinator of Berchnova All India Management fest

## WORK EXPERIENCE

Work Experience 1: February 2024 -April 2024

**CSTAR LINE FZE, Dubai, United Arab Emirates.**

- Knowledge of coordinating vessel movements, port calls, and logistics.
- Experience liaising with stakeholders such as ship owners, operators, and port authorities
- Expertise in managing feeder schedules for efficient cargo transport.
- Familiarity with feeder routes, schedules, and vessel capacities.
- Experience in coordinating feeder services to connect with mainline vessels
- Ability to optimize feeder schedules to minimize transit times and costs.
- Knowledge of feeder vessel operations and logistics.
- Exposure to vessel scheduling processes and coordination with port authorities and terminal operators.
- Awareness of feeder services and their role in connecting regional ports with mainline vessels.
- Basic understanding of vessel operations, including loading/unloading procedures, container handling, and safety protocols
- Strong verbal and written communication skills for interacting with internal teams, external stakeholders, and vendors.
- Experience working collaboratively in a team environment to achieve operational objectives and meet deadlines
- Willingness to learn from senior team members and contribute to the overall success of the operations department.
- Strong attention to detail when reviewing vessel schedules, cargo manifests, and other operational documents to ensure accuracy and compliance.
- Assisted in data entry tasks using Starlink ERP software for vessel scheduling and cargo tracking.
- Participated in training sessions to learn the functionalities of Starlink ERP software.
- Solid understanding of load and discharge cost calculation methodologies and principles.
- Managed the input and maintenance of load and discharge cost data in the company's ERP system, ensuring accuracy and completeness of records.

## **TECHNICAL SKILLS**

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- MS Office:- Excel, PowerBI (Basics), Outlook, Teams, Drive, PowerPoint, Word.
- Google sheets
- Proposal Management - Project Management, Writing and Communication, Collaboration and Teamwork, Client Relationship Management, Problem-Solving and Decision-Making.
- Share Point- Document Management, Search and Discovery, Collaboration.
- Finance & Accounting skills - Financial Analysis, Taxation ,Corporate Finance, Management Accounting , Cash Management.
- Business Management skills: Leadership, Communication, Strategic Thinking , Project Management, Financial Management , Decision Making, Adaptability
- US Taxation - Tax Credits and Deductions, Tax Filing and Compliance, Federal Income Tax, Payroll Taxes, Estate and Gift Tax.

## **EDUCATION**

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**1.Master's in Business Administration in Finance and Marketing.** - Berchmans Institute of Management Studies 2020-2022

- Member of Marketing team of all India Management Fest 'Berchnova'
- Co-ordinator of Berch Nueva Empressa.

**2.Bachelor of Commerce (Finance and Computer Applications)** –

St. Berchmans Autonomous College 2017-2020.

**3.12th grade high school –**

The Emirates National School, Sharjah,UAE

## **PROJECTS**

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- A STUDY ON WORKING CAPITAL MANAGEMENT AT THE TRAVANCORE CEMENTS LTD (MBA 2020-2022)

Work Experience 2:

*May 2022- December 2023*

**Ernst & Young (Global Delivery Service), Kochi, India**

- Collection and maintaining the best in class pursuit content for self help support site.
  - Enabling and leveraging knowledge of subject matter to understand and answer RFP questions better.
  - Sanitizing proposal for hiding confidential information
  - Handling helpdesk request for proposal related queries from the onshore teams.
  - Help update client presentation and proposals with contents from research and input from the teams.
  - Relationship mapping of the stakeholders for the onshore teams.
  - Assisting in target company research -Gather basic information about the target company, including its name, location, industry, size, and history. Visit the company's website and review its About Us section for an overview. Obtain the company's financial statements. Assess the qualifications, experience, and track record of the target company's management team and key executives. Look for leadership capabilities, industry expertise, and strategic vision. Stay updated on recent news, announcements, press releases, and market reports related to the target company. Monitor any significant developments, partnerships, acquisitions, or changes in management.
  - Handling and maintaining pursuit material repository.
  - Knowledge of databases like Factiva, D&B Hoovers, BoardEx.
  - Helping Onshore Teams in RFP/ RFI requirements - Thoroughly analyzing the requirements outlined in the RFP or RFQ document to ensure a clear understanding of the client's needs, preferences, and evaluation criteria.
  - Utilizing document management systems or tools, such as SharePoint, to manage proposal documents, versions, and revisions effectively. Ensuring that the proposal is properly formatted, organized, and compliant with formatting requirements specified in the RFP.
  - Utilizing business relationship mapping and executive insight platform tools like BoardEx for - Personal details of board members and executives, including their educational background, career history, professional affiliations, and other relevant information. Information on the companies and organizations where individuals hold board positions or executive roles, along with details of their responsibilities and tenure

# LICENSE & CERTIFICATES

-  EY Analytics - Data Visualization - Learning (2022)
-  Microsoft Excel (Microsoft 365 Apps and Office 2019)
-  Corporate Finance I: Measuring and Promoting University of Illinois Urbana-Champaign.
-  Finance for Everyone :Decisions McMaster University

## Interest & Hobbies

- Current Affairs and News:** I have a strong interest in reading both international and national news. I follow updates on current events from countries like the USA, Ukraine, Canada, and the UAE. I also stay informed about what's happening in India, especially in my home state of Kerala, by keeping up with local and national news.
- Law and Legal Updates:** I enjoy learning about changes in laws, particularly those in India. I follow recent updates, especially from July 2024, and pay close attention to which sections of laws are being changed. I also like to track the entire process of how a law evolves, from its introduction to its final implementation.
- Supreme Court and Legal Analysis:** I make it a point to keep up with the important rulings made by the Supreme Court of India, especially regarding ongoing civil and criminal cases. I follow updates from the Indian Parliament and stay informed about the latest legal articles and developments.
- Artificial Intelligence (AI):** I am interested in the field of Artificial Intelligence and make an effort to learn about the main players in this area. I also follow the challenges faced by AI companies and the recent advancements in chatbot technology.
- Content Creator: Blogging on Instagram**

- A. Curated and managed an Instagram page focused on sharing insights and updates on current affairs, legal news, politics, and finance.
- B. Researched and created well-structured posts supported by reliable sources, enhancing communication and analytical skills.
- C. Built an engaged audience by simplifying complex topics and presenting them in an accessible and engaging manner.
- D. Strengthened knowledge in diverse fields while maintaining a consistent content creation schedule.

Previous Experience: (Internship)

Two Months

## Palathra Constructions, Kottayam, India

- Entering various entries in Tally ERP- Purchase of Materials, Expense Payments, Loan Transactions, Sales of Completed Projects.
- GST filing - GSTR-1, GSTR-3B, Data Preparation, Verification and Submission, Payment of Taxes, Reconciliation and Amendments.
- Verifying the voucher bills- Check Account Balances, Access Voucher Entry Screen, Cross-reference Supporting Documents.
- Closely working with the finance manager to understand the financial operation of the company.
- Creation GST Ledger in tally.

## Professional Development

1. **IRS Enrolled Agent Exam Preparation**  
*May 2024 – December 2024*
  - A. Dedicated full-time to studying and preparing for the IRS Enrolled Agent certification, focusing on U.S. tax laws and regulations.
  - B. Enhanced expertise in tax compliance, representation, and advisory services.
  - C. Faced challenges in obtaining available exam slots during 2024, resulting in an extended preparation period.
  - D. Successfully completed **Part 3 – Representation, Practices, and Procedures** Syllabus, quizzes & Final Exam.  
Covered Part -1 Individuals some modules that cover 30 % of the part.
  - E. Gained a deeper understanding of federal tax laws applicable to individual, business, and representation practices.