



# JINTA V S

ASSISTANT SECRETARY

Dynamic professional with a strong background in cooperative society management, adept at administrative tasks, financial management, and strategic planning. Experienced in record-keeping, meeting coordination, and regulatory compliance. Skilled in team leadership, member relations, and financial analysis. Proficient in accounting software and Excel. Committed to upholding cooperative values while driving organizational growth and operational excellence.

## CONTACT DETAILS

- +971 507205521
- [jintanish90@gmail.com](mailto:jintanish90@gmail.com)
- Karama, Dubai

## ACADEMIC CREDENTIALS

- M. Com**
  - IGNOU University
- B. Com CORPORATION**
  - Kannur University
- HIGHER SECONDARY | 2007**
  - St. John Baptist E M HSS Irrity
- SSLC | 2005**
  - St. Joseph HS Pulukurumba

## CERTIFICATES

- VIBES (Virtual interactive Business Experiment System)
- Indian & Foreign Accounting
- Tally, Peachtree, Tradeasy, QuickBooks
- MS Excel, MS Word
- IELTS Qualified in Dec 2021

## COMPUTER PROFICIENCY

- MS Office ★ ★ ★ ★ ★
- Basic Operation ★ ★ ★ ★ ★
- Internet & Email ★ ★ ★ ★ ★

## KEY SKILLS

- Team Work
- Work Ethic
- Branch management
- Risk Analysis
- Financial analysis
- Time Management
- Supervisory Skills
- Problem Solving Ability
- Hardworking
- Punctual
- Positive Attitude

## EMPLOYMENT CHRONICLE

**ASSISTANT SECRETARY | 15 Nov 2023 – 17 May 2024**

**ALAKODE COCONUT AND AGRICULTURAL MARKETTING CO- OPERATIVE SOCIETY LTD | C.1359**

### Duties & Responsibilities

- Maintaining accurate records of the cooperative's activities, including meetings, finances, member details, and transactions.
- Handling correspondence, both internal and external, which may involve drafting letters, emails, and memos.
- Assisting in the organization and coordination of meetings, including preparing agendas, taking minutes, and distributing them to relevant parties.
- Managing membership applications, renewals, and withdrawals, ensuring all members' information is up to date.
- Assisting with financial tasks such as budgeting, invoicing, payment processing, and maintaining financial records.
- Ensuring compliance with relevant laws, regulations, and cooperative bylaws, and assisting with any audits or inspections.
- Facilitating communication between members, the board of directors, and other stakeholders, and addressing any queries or concerns they may have.
- Supporting efforts to promote the cooperative and attract new members, as well as maintaining positive relationships with existing members.
- Resolving any disputes or issues that arise among members or within the cooperative, in collaboration with other staff and the board.
- Providing general administrative support to other staff members and assisting with any other tasks as needed to ensure the smooth functioning of the cooperative.

## LANGUAGES KNOWN

English	<div style="width: 100%;"></div>	100 %
Malayalam	<div style="width: 100%;"></div>	100 %
Hindi	<div style="width: 85%;"></div>	85 %
Telugu	<div style="width: 85%;"></div>	85 %

## CORE COMPETENCIES

- Developed and implemented a new training program.
- Consistently exceeded customer satisfaction goals.
- Resolved customer complaints in a timely manner.
- Developed and implemented a new customer service strategy.
- Analyzed financial data.
- Developed and implemented financial plans.
- Managed risk and compliance.

## PERSONAL DOSSIER

Gender : Female  
Date of Birth : 17/03/1990  
Nationality : Indian  
Marital Status : Married  
**Permanent Address**  
Ettiyakkattu House, Vellad (PO)  
Thermala, Kannur (Dist.),  
Kerala, India, Pin - 670571

## PASSPORT DETAILS

Passport No : V2142103  
Date of Expiry : 15/08/2031  
Place of Issue : Kozhikode

## INTERESTS



Songs



Travelling



Reading

**BRANCH EXECUTIVE** | 23 Feb 2023 – 06 Oct 2023

**MUTHOOTTU MINI FINANCIERS LTD KARUVANCHAL**

### Duties & Responsibilities

- Conducted appraisal of gold ornaments
- Managed cash counter and performed bank operations such as cash withdrawals, deposits, IBFT, RTGS, NEFT, etc.
- Monitored and prepared BRS statement, trial balance, and P&L statement on a monthly basis.
- Received monthly targets from the Branch Manager and successfully achieved a mix of product targets.
- Conducted financial analysis and risk assessment to make informed lending decisions.
- Monitored loan portfolios, ensuring timely repayments and minimizing delinquencies.
- Conducted regular audits and maintained compliance with company policies and regulatory requirements.
- Collaborated with other departments and senior management to develop and implement business strategies and initiatives.

**ACCOUNTANT** | 06 May 2018 -08 Feb 2023

**HILLZONE ASSOCIATES LLP**

### Duties & Responsibilities

- Managed financial records and transactions
- Prepared and analysed financial statements
- Monitored budgets and expenses
- Conducted month-end and year-end closing processes
- Assisted in budgeting and forecasting
- Coordinated with external auditors
- Implemented internal controls and ensured regulatory compliance, Managed payroll and tax filings
- Stayed updated on accounting standards and regulations
- Provided financial analysis and recommendations

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**JINTA V S**