



JACQULIN RANI ARON JACOB

📍 mussafah , Uae 307501

📅 18/02/1989

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PROFESSIONAL SUMMARY

Accounting Assistant bringing 9 years of experience in accounting field. Skilled in account management, expense reports and invoice reconciliation. Hard-working and proactive with solid foundation of trustworthy and dependable performance.

SKILLS

- Cash handling
- Invoicing and collections
- Bank reconciliations
- Month-end reports
- Month-end financial reporting
- Communication skills
- Problem-solving
- Leadership
- Time management
- Data entry
- Data collection and analysis
- MS Office
- International funds transfers
- Customer rapport building
- Consumer banking
- Banking ethics
- Deposit handling
- Account analysis
- Target motivated

WORK HISTORY

Assistant manager, (01/02/2020 – 11/01/2022)

Muthoot Finance Ltd, Nagercoil, india

- Motivated management and staff teams to consistently deliver high quality, customer-focused service.
- Built customer relationships with consultative sales approach.
- Maintained smooth-running business operations by delegating priorities to staff abilities.

Junior assistant, (16/07/2013 – 31/01/2020)

muthoot finance, kanyakumari, india

- Prepared monthly bank reconciliations and compiled reports for financial reviews.
- Analysed monthly balance sheet accounts for corporate reporting.

EDUCATION

Lord Jegannath Engineering Collage Anna University, india, 01/2011 - 01/2013

Master of Business Administration: HR and Finance

- Graduated with Distinction
- Completed [Type] Qualification

scott christian collage , india, 2009 - 2011

Master of Education: commerce

- Graduated with Distinction

scott christian collage , india , 2006 - 2009

Bachelor of Commerce

- Graduated with Distinction

PERSONAL DETAILS

Date of Birth / Age: 18/02/1989

Marital Status: Married

Gender: female

Passport: R7243519

Nationality: Indian

Visa Status: husband sponsor visa

Visa expiry:23/03/2034

LANGUAGES

English:

Fluent

Tamil:

Fluent

Malayalam:

Intermediate

DECLARATION

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

jacquelin rani arone jacob
abudhabi