

Aswin Sam Jacob

(Finance and Administration)

Resume Summary

A highly organized and self-driven individual. Possessing more than 3+ years of experience working in diverse Finance and administration departments with multiple companies

Experience

Senior Associate (2021 - 2023) (2 Yr 6m)
Conduent (MNC)
(Master Data/Off.Admin Assist/Fraud Analyst - Finance)

Responsible for the creation and maintenance of Master Data that are fundamental to business processes that touch and influence the customer experience. Maintains office services by organizing office operations and procedures, assigning and monitoring clerical functions.

Accountant/Office Admin (2020 - 2021) (1Yr)
NCS Finance

All business transactions with journal entries, updating reports and auditing, maintaining accounts receivable and payable. Maintaining Cash book & daybook. General Administrative Support, day-to-day administrative tasks, including answering phones, managing emails, and organizing files.

Office Admin (2019 - 2020) (1Yr 7m)
Microlab Scans & Diagnostics

Plays a key role in the smooth and efficient functioning of an office environment. Provide general administrative support to the office, handle incoming calls, emails, and other communications. Enter and maintain data in databases or other record-keeping systems and keep records accurate and up-to-date. Interact with clients, visitors, Address inquiries and provide information.

Education

Master of Business Administration (MBA)
(General studies & Management)
Bharathiar University, Coimbatore, Tamil Nadu (India)
Year : (2021 - 2023)

Bachelor of Commerce (B.com)
(Finance & Taxation Law and Accounts)
University of Kerala, Trivandrum, Kerala (India)
Year : 2014 - 2017

Reference

● Bijo Mathew Alexander Key Account Manager Hardco Group Al Sajaa Industrial - Sharjah (UAE) Mob : +971 50 389 8004	● Shine John Stephen Associate Director Ernst & Young (EY) Trivandrum, Kerala (IN) Mob : +91 9048191311	● Lijeesh VN Supervisor Conduent Kochi, Kerala (IN) Mob : +91 9947994062
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Key Strengths

Fast learner, willing to shoulder challenges and responsibilities. Ability to work under pressure with efficient interpersonal and coordination skills.

Personal Info

Gender : Male
Nationality : Indian
Passport No : R5995162
DOB : 12 - 06 - 1996

Phone : +971 565664495

E-mail
aswinsjacob486@gmail.com

Linkedin
/in/aswinsjacob486/

Languages

English ●●●●● Good
Malayalam ●●●●● Native/Fluent
Hindi ●●●●● Intermediate
Tamil ●●●●● Basic

Software

Microsoft Office
Word ●●●●●
Excel ●●●●● Power Bi ●●●●●
Powerp.t ●●●●●
Outlook ●●●●●
SAP (MDM, CMD)
Tally ERP 9
Tally Prime
Windows Server
Adobe Photoshop

Skills

Leadership
Administration
Customer Service
Analytical ability
Time Management
Communication
Software proficiency
Team management
Attention to detail
Problem Solving
Service/quality oriented