

# 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) (1 Yr)

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) (1 Yr 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



### 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

●●●●

Powerp.t

●●●●

Outlook

●●●●

Power Bi ●●●●

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