



# JITHIN JACOB

## Contact:-

☎ +971581322955

✉ [jithinjacob1306@gmail.com](mailto:jithinjacob1306@gmail.com)

## Address:-

Al qiyadha, Dubai, UAE

## Personal Details:-

Gender: Male

DOB: 13 JUNE 2000

Marital Status: Single

Nationality: Indian

Passport No: W9768706

Languages: English, Malayalam and Tamil

## Technical Skills:-

Proficient with

- MS Office Applications (Word, Excel, Power Point)
- Diploma in Desktop Publishing
- LinkedIn Learning

## CAREER OBJECTIVE

To obtain a position of responsibilities that utilizes my professional skills and experiences to impact the organization development and keen to work in an environment where I can enrich my knowledge.

## EDUCATION

- Master of Business Administration, Finance and Human Resources - Mount Zion Institute of Science and technology, Kerala Technological University(2020-2022)
- B.Com with Computer Application - Kerala University(2017-2020)
- Higher Secondary- Commerce (2015-2017)
- S.S.L.C - Kerala Board(2015)

## WORK EXPERIENCE

### **Office Administration Assistant cum Junior Accountant**

[August 11 2022 - May 04 2024]

M/s. Aji Daniel & Co. Chartered Accountants, Adoor, Pathanamthitta, Kerala, India

- Preparation of Financial statements
- Preparation of Receipt & payment, Income & Expenditure
- Recruiting staffs and providing basic assistance to new comers and trainees
- Managing affairs with clients, ensuring timely availability of office things

### **Associate Operations Analyst**

[November 16 2022, April 9 2024]

Envestnet Inc. Technopark, Thiruvananthapuram

- Facilitate Portfolio change, Manager Change and Allocation change requested by the client as part of the Goal modification.
- Update Account model, style, Risk through Service request processing.
- Continuous communication and feedback to the client

### Key Skills:-

- Excellent presentation and communication skills
- Active Listening
- Decision Making
- Time Management
- Adaptability
- Leadership
- Problem analysis
- Critical thinking skills
- Use of judgment and ability to solve problems efficiently

### Reference:-

- Renjith Ramachandran  
Designation: Manager –  
Manager Transition Project  
Company : Envestnet Inc.  
Trivandrum  
Contact Number :  
+918921001651
- Jini K Jacob  
Designation : Chartered  
Accountant  
Firm : Aji Daniel & Co.  
Contact Number :  
+919847146934

on the request submitted for the modification of goal.

- Undertake Asset movement, Internal Transfer, contribution and Distribution in the custodian of facilitate client request.
- Assist the client for opening new accounts, closing existing account in various custodian.
- Ensure that Service Level Agreements with clients are maintained under all circumstances. Collaborate well with other team members in both India and US offices.

### PROJECTS

➤ **A Study on Critical Assessment of Loss of Kerala Ceramics Ltd. Kundara**

The study is conducted at the Kerala Ceramics Ltd to Analyses the reasons For Financial Loss of the Company. It is conducted during the period of May, 2022 as part of MBA curriculum

➤ **A study on Need for the Application of Value Analysis and Engineering in cost Reduction**

The study is conducted at Lekshmi Polymer Industry; Choorakode during the period of 2020.It is conducted as a part of B.com Degree curriculum of Kerala University.

### ACHIEVEMENTS AND AWARDS

- Participated in All Kerala Best Manager Contest 2019-2020 Conducted by GIIMS Institute of Logistics, Kerala.
- Attended a seminar conducted by HEDGE(Gateway of Financial Freedom) on the topic "Foundation Program in Capital Market".
- Professional Diploma in Desktop Publishing.
- Graduate in NPTEL"TRAINING OF TRAINERS".
- Tally in GCC VAT Certifications.

### DECLARATION

It is my profound conviction that I am capable to work in your esteemed organization with a leading team of technocrats with utmost sincerity and dedication, to the best of your satisfaction. I hereby declare that the information furnished above is true to the best of my knowledge.

JITHIN JACOB