

JOJO ANTONY N.A

Reporting Analyst, Junior Assistant

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Summary

- Detail-oriented Reporting Analyst with 1 year of experience in data reporting, documentation, and performance analysis and as a Junior Assistant with experience supporting administrative operations in fast-paced office environments. Skilled in documentation, scheduling, data entry, and maintaining organizational efficiency. Proficient in Microsoft Office Suite and Tally. Known for adaptability, organization, and a commitment to continuous learning.

Experience

Manappuram Finance Limited

Cochin, Kerala

Junior Assistant

06/2024 - 03/2025

- Facilitated daily branch operations, ensuring efficient cash handling and high-quality customer service.
- Accurately maintained transaction records, customer profiles, and loan account details using proprietary software systems.
- Supported the creation of daily, weekly, and monthly branch performance reports to aid in management decision-making.
- Collaborated with team members to streamline documentation processes, enhancing operational efficiency.
- Handled data entry, file organization, and correspondence with attention to detail and confidentiality.

EXL Services

Cochin, Kerala

Reporting Analyst

05/2023 - 05/2024

- Developed and maintained comprehensive business reports and dashboards to facilitate data-driven decision-making.
- Automated reporting processes, reducing manual effort and improving accuracy and timeliness of deliverables.
- Implemented regular data audits and validation procedures to ensure accuracy and consistency of reports.
- Upheld strict adherence to HIPAA and other healthcare data privacy regulations to maintain data integrity and confidentiality.
- Supported strategic planning, forecasting, and performance analysis through advanced data analysis and modeling techniques.

Education

Federal Skill Academy, Cochin

Diploma in Financial Accounting and Tally Prime

2022

Mahatma Gandhi University, Kottayam

Bachelor of Commerce

2019 - 2022

Government Boys' HSS Tripunithura

Higher Secondary

2017 - 2019




Skills

Soft Skills:

Time management and organizational skills. · Team collaboration and coordination. · Decision Making and Effective Communication

Computer Skills: Proficient in Microsoft Office Suite (e.g.: Word, Excel, PowerPoint) · Data Analysis and Tally Prime

Strengths

-  Decision Making
Prompt decision making skills.
-  Adaptability
Ability to adapt to any team environment.
-  Communication
Good Communication

Languages

English Proficient ●●●●●

Malayalam Native ●●●●●

Hindi Advanced ●●●●●