

JIBY K MATHEW

Junior Accountant / Office Assistant / Admin Assistant

Dedicated professional with seven years in cashiering and sales, consistently exceeding targets. Expert in POS systems, adept at transaction accuracy, and skilled in maintaining an organized retail space. Proven ability to build customer rapport and drive sales through product knowledge and effective techniques. Detail- oriented, reliable, and seeking to contribute expertise to a dynamic retail team.

Work History

- 2018-01 - Junior Accountant / Office Assistant**
Admin Assistant / Life Insurance
- 2023-01**
- ❖ *Muthoot Fincorp LTD, Kollam*
 - ❖ Researched sales opportunities and possible leads to exceed sales goals and increase profits. Analyzed past sales data and team performance to develop realistic sales goals.
 - ❖ Increased revenue by implementing effective sales strategies in sales cycle process from prospecting leads through close.
 - ❖ Negotiated and closed profitable sales contracts with new and existing customers to increase loyalty and retention.
 - ❖ Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
 - ❖ Handle cash transactions and bank transactions Excellent public relation skills
 - ❖ Evaluated costs against expected market price points and set structures to achieve profit targets. Counted money in cash drawers at beginning and end of shifts to maintain accuracy.
 - ❖ Life Insurance



Contact

Address

Dubai UAE

Phone

+971 547434867

E-mail

jibykmathewks@gmail.com

Skills

- ✓ Business development and planning
- ✓ Product and service sales
- ✓ Vendor management
- ✓ Systems and software programs
- ✓ Drawer management
Customer assistance
- ✓ Money Handling
- ✓ Safe verifications

2016-01 Junior Accountant / Office Assistant

Admin Assistant / Life Insurance

2017-01 ESAF BANK, ERANAKULAM

- ❖ Provided positive first impressions to welcome existing, new, and potential customers.
- ❖ Maintained calm demeanor and professionally managed issues in busy, high stress situations.
- ❖ Restocked and organized merchandise in front lanes.
- ❖ Greeted customers entering store and responded promptly to customer needs.
- ❖ Worked flexible schedule and extra shifts to meet business needs.
- ❖ Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
- ❖ Counted money in cash drawers at beginning and end of shifts to maintain accuracy.
- ❖ Generated new sales leads to achieve and exceed monthly sales goals.
- ❖ Life Insurance

Education

2014-03 - IATA UFTAA Foundation

2015-06 *IATS - Adoor ,Kerala*

2010-03 - Bachelor of Commerce: Taxation

2013-04 *St:Gregorious College - Kollam,Kerala*

2008-03 - Plus Two

2010-04 *A E P M H S S - Ezhukone, Kollam*

Computer Knowledge

Tally , MS Office , Operating System Windows

Additional Information

Visa Status : Visit Visa

Expiry Date : 20-03-2024

Languages Known

- ✓ English
- ✓ Hindi
- ✓ Malayalam
- ✓ Tamil