



MIDHUN JACOB

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Permanent Address:

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PERSONAL DETAILS

DOB: 09/05/1985

Marital Status: Married.

Nationality: Indian.

Religion: Christian.

Health: Excellent.

Mother tongue: Malayalam.

Father's name: Jacob M.A.

Occupation: Business.

Mother's name: Annie Jacob.

Occupation: Housewife

Languages Known:

English, Malayalam, Hindi,
Tamil

PASSPORT DETAILS

Number: L7245216.

Place of Issue: Cochin.

Date of Issue: 18-02-2004.

Date of Expiry: 17-02-2024.

Position Applied

Administration/Accounting/Sales/PR

Career Objective

Experienced, dynamic MBA candidate seeking career on international trade. Resourceful and knowledgeable about Human Resource management and administration. Culturally sensitive and internationally travelled. Excellent communication skills and decision-making abilities. Self-motivated, hard-working individual, In-depth understanding of emerging technologies. Proficient user of word processing, and Internet programs.

Academic Profile

2009 **MBA HR from Worchester University London**
2007 **BBA Business Administration from MG University**

Experience Details

M/s Choice group:-

M/s Choice group as a Manager at choice paradise from the period of June 2018 to Oct 2019.

M/s Choice group as a accounts Officer and PR at Choice School from the period of Nov 2019 to till yet.

Roles and Responsibilities in Choice Paradise

- Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
- Assessing staff performance and provide coaching and guidance to ensure maximum efficiency.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- Manage schedules and deadlines.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Monitor costs and expenses to assist in budget preparation.
- Organize and supervise other office activities.
- Ensure operations adhere to policies and regulations.

Roles and Responsibilities in Choice School

- Handle accounts receivable and payable.
- Reconcile accounts with the general ledger
- Invoicing sponsors and students for tuition fees and other supplementary fees
- Undertaking the re-calculation of tuition fees in response to student changes of circumstance.
- Ensuring all student tuition fee data and other appropriate data in the InsightsE system is accurately maintained.
- Maintaining records through the Student Finance InsightsE portal in relation to student and course data.
- Maintaining and updating student tuition debt information prior to school and re-registration.
- Providing an information/enquiry service regarding tuition fees for students and sponsors via telephone, email and in person.
- Prepare and submit daily/weekly/monthly reports
- Update accounts payable and perform reconciliations

M/s Edelweiss Tokio / Catholic Syrian Bank:-

M/s Edelweiss Tokio / Catholic Syrian Bank an Executive Relationship Manager from the period of February 2016 to June 2018.

February 2016 I was joined Relationship Manager and I got promotion Assistant Business Manager (ABM) and team handling.

Roles and responsibilities

- Support the CRO in his sales effort, in terms of generating benefit illustrations, accompanying on client calls if required etc.
- The Bank is the key customer of the Business Manager and he has to engage an open and trusting relationship with the Branch Managers/officers/staff.

M/s Menchery Group Pvt Ltd:-

M/s Menchery Group Pvt. Ltd as an Administration and Marketing Manager from the period of June 2012 to February 2016

Roles and responsibilities

- Marketing of various above mentioned products in a good communicative manner which offers new clients and hence the growth of the firm.
- Developed new marketing strategies to capture market channels with new clients.
- Coordinating more than 25 employees in the firm ensuring their safety and wellness.
- Dealing with clients and customers of various sectors resulting in their satisfaction.

M/s Kerala Vision Media (P) Ltd, Cochin:-

Worked in M/s Kerala Vision Media (P) Ltd, Cochin as a HR and Marketing Department from the period of August 2009 to May 2012

Roles and Responsibilities

- Supervising day-to-day operations of the administrative department and staff members.
- Planning, scheduling, and promoting office events, including meetings, conferences, training sessions.
- Working with accounting and management team to set budgets, monitor spending.
- Implement customer service standards and evaluate employees based on their ability to meet those standards.

M/s DP World Container Terminal Cochin:-

Worked in M/s DP World Container Terminal Cochin in the Operation department from the period of May 2007 to January 2008

Roles and Responsibilities

- Had to oversee the entire operations involving Cranes where the major focus was on Containers which had to Loaded and Offloaded from Vessels and Heavy Vehicles.
- Prepare reports and presentations with statistical data, as assigned Organize workflow by assigning responsibilities and preparing schedules.

Skills:-

Ability to learn quickly
Hardworking Attitude
Independent Correspondence
Decision making
Coordination.

Computer Proficiency:-

APTCH:	DCS
Modules:	C, C++, VB 6.0
Operating systems:	Windows XP, 97, VISTA, 10
Office Package:	Word, Excel, Access, PowerPoint

I hereby declare that all the information given above are true and correct with the best my knowledge and I bear the responsibility of the above-mentioned particulars.

MIDHUN JACOB