



JINI JAYAN

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PERSONAL INFO

Date of Birth: 04 Dec 1998

Nationality: Indian

Marital Status: Married

Languages: English, Hindi,
Malayalam

KEY SKILLS

Financial Management
Financial Accounting
Human Resource Management
Performance Management
Teamwork and Collaboration
Asset Management
Negotiations
People Management
Supply Chain Management
Research and Analysis

Value-Added Attributes:

Tally Prime, MS Office,
Communication &
Interpersonal Skills, Analytical
Skills, Strategic Thinking

SUMMARY

A management professional with 1+ years of experience in financial accounting and Administration. Ambitious, goal oriented and eager to have a professional and challenging career in a growth-oriented organization where I can utilize my key skills and knowledge as per organizations requirement

ACADEMIC QUALIFICATION

- MBA (Finance And Operation) - Ambedkar University of Delhi (2019-2021)
- BCom (Honours) - Shyama Prasad Mukherjee college for women (DELHI UNIVERSITY, 2016-2019)
- TALLY ERP-9 – Institute of Office Management, YMCA DELHI

WORK EXPERIENCE

LJ ELECTRICALS, Delhi, INDIA

JULY 2018-2019

The company is one of the prominent Manufacturer and supplier of sophisticated tools and machines for various Industries across India, located in Delhi, INDIA

Designation :

- JULY '18 – JUNE '19 : Trainee Accountant

Key Responsibilities: (As Trainee Accountant)

- Maintaining Records and Cash Flows by monitoring Companies daily transactions
- Ensure Accurate Bill Payments
- Processing all Purchase Invoice and Payments in timely manner
- Generate Daily Operating Reports as necessary
- Negotiating with Clients for Payment Terms
- Helping the manager with General Administration and client Relationship Management
- Preparing and presenting the monthly progress review to the management.

INTERNSHIP

COCHIN PORT TRUST

APRIL-JUNE 2021

Cochin Port Trust is an autonomous body under Government of India and managed by Board of Trustees. It aims to provide a Cost effective and High-Quality Port services in India. The trust deals in export and Import of Bulk Cargos and has completed 90years of active service.

Designation:

- APRIL-JUNE 2021 - Finance and Administration Internship

Key Responsibility:

- Assisted Finance Teams with audit related tasks including attending meetings, generating reports
- Assisted the organization in the preparation of year end audit report
- Prepared a complete Financial Analysis report and interpret various financial and operational information of the organization
- Analyzed Employee engagement in the organization under the administration

ARVIND LIFESTYLE BRAND-GAP Inc.**MAY-JUNE 2020**

Arvind lifestyle brand limited owns and operates retail store. The company distributes apparels and serves customer in India. The company creates a connection to bring International Brands to India. GAP Inc. has partnered with Arvind lifestyle brand, and it is one of the most significant textiles in Asia.

Designation:

MAY-JUNE 2020 – Research Project with GAP Inc.

Key Responsibility:

- *Conduct in-depth market analysis by product line, competitor, trends, and pricing*
- *Examine the Green supply chain management in GAP Inc.*
- *Complete comprehensive market study by analyzing customer and competitors*
- *Examine customers perceptions of eco-friendly products in the fashion industry*
- *Identify the impact of consumer buying behavior in green supply chain management*
- *Complete Primary analysis to indicate the impact on covid-19 on supply chain*

Beyond Curriculum:

- *Member of Knowledge Club in MBA (2019-2021)*
- *Participated in the webinar on World Environment Day 2020*
- *Participated in Business Quiz Competition in 2019*
- *Took active participation in World Financial Planning Day in International School of Financial Planning*
- *Took active participation in various forms of Dance*

Location : KERALA, INDIA

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