




JIJU JACOB

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 Kuttiyil Parayil Kallissery P.O Chengannur PIN: 689124



OBJECTIVE

With my skills, knowledge and techniques learnt during my education and experience, towards achieving the goals of organization and to take on progressively higher management position in future.

EXPERIENCE

ACCOUNT ASSISTANT JUL 2020 – STILL WORKING
SHAJI & ASSOCIATES, ACCOUNTANTS & GST PRACTITIONERS | Kerala

- ✓ Finalization of accounts
- ✓ GST filing and Recording

TELECALLER EXECUTIVE SEP 2018 – APR 2019
TECH MAHINDRA | Chennai

EDUCATION

Certificate Programme in Hospital Administration pursuing
International School of Skill Development, TUV SUD

B.Com with Computer Application 2018
Sree Ayyappa College, Eramalikkara, Alappuzha, Kerala

Plus Two Commerce 2015
VHSS, Kallissery, Alappuzha, Kerala

SSLC 2013
VHSS, Kallissery, Alappuzha, Kerala

LEARNINGS

- ✓ Inventory Clerk Course in DDU-GKY by Central Govt. of India

PERSONAL DETAILS

- ✓ DOB: 16-12-1997
- ✓ Nationality: Indian
- ✓ Passport Number: T5587616

TECHNICAL SKILLS

- ✓ Tally Prime
- ✓ Tally ERP 9
- ✓ Microsoft Office Word, Excel and PowerPoint

PROFESSIONAL SKILLS

- ✓ Experience with business intelligence software
- ✓ Data management abilities
- ✓ Independent research skills
- ✓ GST Filing

PERSONAL SKILLS

- ✓ Fast Learner
- ✓ Team Working
- ✓ Good Listener
- ✓ Hard Working

PERSONAL INTERESTS

- ✓ Travelling
- ✓ Listening Music
- ✓ Internet Surfing

LANGUAGES KNOWN

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