

CURRICULUM VITAE

ANN MERIN MATHEW

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CAREER OBJECTIVE

To contribute a strong background in an organization that has a good corporate image and will help me to grow in stature and make me feel self-worthy along with a unique drive for excellence and success with a reputed organization in an Industry.

Work Experience

Indian Space Research Organisation (ISRO) role: Accounts Trainee (November 2017 to November 2018)

Responsibilities

- To maintain registers regarding manual accounting
- To monitor and review all types medical claims of pensioners and employees
- To update day to day work reports to authorised heads
- Xerox Operations
- Filing of Documents regarding claims, purchase inventories and travelling allowance of employees
- maintaining of despatch activities like registered speed and ordinary
- Handling of first level indigenous bills
- Data entry and assistance in record room

Success Academy Kochi role: Accountant cum Student Counsellor (December 2017-2020)

Responsibilities

- Maintaining of Accounts
- Students queries resolution

- Preparing students for competitive exams, conducting mock exams
- Role of career counsellor
- Interaction sections with students weekly twice
- Daily reports to head of the departments
- Handled all the enquiries through direct and telephone

Outclass e-learning role: Student Counsellor (March 2020-2020-6 Month duration)

Responsibilities

- Providing career advice for the students
- Role of career counsellor
- Interaction sections with students weekly twice through online
- Daily reports to head of the departments

Gautham Hospital role: Receptionist cum Accounts (August 2021-2022)

Responsibilities

- Welcoming patients, pharmaceutical representatives and vendors on the telephone and in-person visitors and answering patient inquiries
- Scheduling appointments for patients and assisting patients in filling medical forms
- Maintaining records and accounts of patients
- Processing different payments of patients
- Answering multi line calls and transferring calls to direct and departments
- Updating patients insurance information
- Assistance in Medical Record Department
- Preparation of Account statements and daily collection
- Direct reporting to the PRO also, ensuring the maintenance of reception area
- Answering multi line calls and transferring calls to direct and departments

SBI credit cards: Role Branch Relationship Executive

Responsibilities

- Sale of credit cards with
- Direct daily reporting to the BM
- Attending customer queries

E-mithram Digital Hub: Role Branch Development Manager (2022)

Responsibilities

- Coordinating the team
- Customer service
- Enquiries through telephonic and direct
- Sales of wed mithram franchise
- Direct daily reporting to the MD

Additional process handled

- Purchase invoice
- Debit/ credit transaction processing

Achievements

- Best Employee Award
- Month Performer

Education Qualification

Name of the Institution	Course	Marks	Year	REMARKS
St.Xaviers Public School, CBSE	S.S.L.C	76%	2014-2015	COMPLETED
M.M.O.V.H.S.E Panayappilly	H.S.E	92%	2015-2017	COMPLETED
B.Com Cooperation	Graduation	---	2018-2021	COMPLETED

Skills

➤ **Technical skills**

- ⇒ well versed in working with computer
- ⇒ Tally (Not practised)
- ⇒ MS-word, excel
- ⇒ Data entry
- ⇒ DTP

⇒ KGTE Typewriting lower

➤ **Personal Skills**

Good verbal and written communication skills, analytical skills, highly motivated, willingness to learn, active team player and time conscious to execute a given project pertaining to its respective needs more than all ready to work hard and will be sincere to the enterprise

➤ **Language Known**

English Hindi Malayalam

Hobbies

- Listening music
- Cooking
- Travelling
- Craft

Personal profile

Full Name: Ann Merin Mathew

Date of Birth: 02-08-1999

Father's Name: Mathew Joseph

Mothers name: Reeba Mathew

Gender: Female

Marital Status: Single

Nationality: Indian

I Declaration I hereby declare that the information provided above is authentic and true to the best of my knowledge and belief.

Place: Kerala

Date:

yours faithfully,
Ann Merin Mathew