



Personal Profile

Name Chikku Jacob
DOB 15.11.1995
Gender Female
Nationality Indian

Contact Details

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Languages Known

English, Hindi, Malayalam & Tamil

Visa Status - Employment Visa

OBJECTIVE

To enhance my capacities, professional skills, business efficiencies and to serve my organization in best possible way with sheer determination and commitment

WORK EXPERIENCE

Amity University, Academic City, Dubai – Accounts Department: Joined on Sep 2018.

- Cash and Bank
- Generating Report summary
- Bank Reconciliation
- Journals and Vouchers
- Receipts and Payment
- Petty cash
- Payroll
- Assist with Auditors

1year experience in Thomson Rubbers(India) Pvt Ltd.

- Cash and Bank
- Admin assistant
- Salaries and payments
- Bank reconciliation
- Payroll
- Documentation

ACADAMIC ACHIEVEMENTS

Degree	Board	Year of passing
MCOM	Anamalai University	2019
BCOM	MG University	2017
12 th	Kerala Board	2014
10 th	CBSE	2012

TECHNICAL KNOWLEDGE

- **Advanced Diploma in "Technological competencies for Business in the Globalized Economy" – University Grants Commission, Government of India**
 - **Tally ERP 9**
 - **VB**
 - **SQL**
 - **MS Excel – Spreadsheet Management**
 - **MS Word /Document Management**
 - **PowerPoint**
 - **Technology for Business presentation**
 - **SPSS- Market research data analysis tool**
- **CERTIFICATION IN EXCEL from MICROSOFT**

STRENGTHS AND SKILLS

- Time management
- Adaptive
- Research oriented
- Fluent in Oral and Writing communications
- Efficient & good natured
- Well organized and committed
- Ability to take on multi task
- Presentation skills
- Teaching skills

PARTICIPATIONS and ACHIEVEMENTS

Peer Teacher	: Social program of teaching students from backward area
Blood donation	: Active participation in Blood donation campaigns
Seminar	: Topic was on GST and Demonetization
Coordinator	: Intercollegiate fest
	: Mission league as part of Catechism
She Entrepreneurship	: Won 2 nd prize for the event in college fest.

PROJECT

Title	: Consumer behavior in textile shopping
Role	: We, the group of 3 members collected data using questionnaire from textile consumers and presented project using SPSS.
Findings	: There is a wide range of difference in consumer behavior on the basis of gender, age, education, lifestyle, social status.
Duration	: 3 months

