

JESTIN MANI

EXPERIENCE

ACCOUNTS EXECUTIVE

Logezy Infotech Pvt Ltd, Kochi, Kerala, India

(09/2019 – 07/2021)

- Payroll, Invoicing and Accounts for UK based companies
- Recruitment and allocation for clients based in UK.
- Business development and Staff allocation.

SALES DEVELOPMENT MANAGER

HDFC Life Insurance Company Ltd, Kerala, India

(02/2019 – 08/2019)

- Customer Support in Investments and Fund Management
- Sales and Service of insurance products
- Conducting Target oriented sales campaigns and supporting the bank branches to achieve the goals in given time.

FRONT OFFICE ASSISTANT

Sreedhareeyam Ayurvedic Eye Hospital and Research Centre, Kerala, India

(02/2018 – 02/2019)

- Front Office and Back Office Management.
- Patient Registration, Cash handling and Record Keeping.
- Online Chat Service and Mail Service to customers.
- Call handling and Scheduling appointments.
- Worked closely with other department to make sure that customer requests were carried out on time



PERSONAL DETAILS

Date of Birth: 19th October 1995

Nationality : Indian

Passport No : R5226694

Marital Status: Single

Visa Status: Visit Visa

 **050 618 6802**

 **kjestin.mani@gmail.com**

 **DUBAI, UAE**

LANGUAGES KNOWN

English ☒ ☒ ☒ ☒ ☒

Hindi ☒ ☒ ☒ ☒ ☒

Tamil ☒ ☒ ☒

Malayalam ☒ ☒ ☒ ☒ ☒

AREA OF INTEREST

- Customer Service
- Administration
- Accounts
- Payroll and invoicing

SUMMARY OF SKILLS

- Quick Learner
- Team Player
- Organized Multitasked
- Ability to produce accurate, neat and auditable accounting records.
- Ability to interact with the customers and provide support.
- Adaptable to all work environments and well versed in different accounting and payroll software.
- Strong positive attitudes.
- Good skills in Business Development.

CERTIFICATIONS

- Obtained band Score 7 in IELTS exam.
- One year certificate course in Business Correspondence.
- Active participation and team leading in SUNETRA-2018 International Conference on Ayurvedic Understanding and Management of Diabetic Retinopathy.

EDUCATION

- **M.Com [Master of Commerce - 2021]** from Indira Gandhi National Open University, Kerala, India
- **B. Com [Bachelor of Commerce – 2017]** Mahatma Gandhi University, Kottayam, Kerala, India
- **Higher Secondary Course in Commerce** from Central Board of Secondary Education at St. Peter's SSS, Bharatpur, Rajasthan, India
- **SSLC** from St. Paul's High School, Mutholapuram, Ernakulam, Kerala, India

IT SKILLS

- Tally ERP 9
- MS Office
- Quick book
- Bright Pay

DECLARATION

I hereby declare that the above furnished information is true to the best of my knowledge

JESTIN MANI