



MERIN ANNA JACOB

PROFILE

Recent University Graduate in the field of **Commerce with Computer Application**, looking forward to associate myself with a challenging career where I can share and broaden my knowledge, enhance my skills, and realise my potential to the fullest which would help me make, a base in the industry to contribute and upgrade myself and the organisation.

CONTACT



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LANGUAGE

Malayalam

Native

English

Proficient

Arabic

Intermediate

Hindi

Intermediate

French

Basic

EXPERIENCE

Founder of Mantra Collections (2020-2023)

- Conducted Market Research and Evaluated varied textile products & fabrics from multiple manufacturers to meet quality requirements, resulting in 40% cost reduction for purchase.
- Imported 150+ units of stock between states and conducted detailed quality checks to ensure inventory fit & accuracy for 100% customer satisfaction.
- Created an accurate database of 100+ manufacturing & retail contacts, which enabled successful dealings with dealers and wholesalers, increasing purchase orders by 15%.
- Prepared necessary documents and maintained records on data entry using Microsoft tools.

EDUCATION

Masters of Commerce in International Finance (With ACCA)

2022-Present

Jain University Online

Bachelors of Commerce with Computer Application

2019-2020

Assumption Autonomous College, Changanassery
(Mg University)

All India Senior School (Grade 12)

2017-2019

Sunrise English Private School, Abu Dhabi (CBSE)

CERTIFICATION

Diploma in Value Education

INTERESTS



MUSIC



BOOKS



DANCE



INTERNET SURFING

ACHIEVEMENTS

Student's Representative of
College Union (2019-2020)

Secretary of Commerce Association
(2020-2021)

Highest mark in Moral Education (III
BCOM) (2022)

Scored 96 percentile in Arabic
Language Non-Arab Examination
(2018-2019)

REFERENCE

Siji Thomas M
Faculty of Commerce Department
Assumption College Changanassery
sijisanil.k@gmail.com
9747406661

Sincy Kuriakose
Head of the Commerce Department
Assumption College, Changanassery
sincyputhuvedu@gmail.com

PROJECT WORK

- Research project on "Study on Cryptocurrency" (B. Com-final year)
Under the supervision of Dr. Job Joseph (Course Coordinator of
Commerce Department, Assumption College)
- Project on "Relation between Marketing, Sales and
Advertisement".
Under the supervision of Mrs. Siji Kuriakose, Faculty of Commerce
Department, Assumption College.

CORE COMPETENCIES

- Knowledge in MICROSOFT OFFICE APPLICATIONS (WORD,
POWERPOINT, EXCEL, OUTLOOK, TEAMS)
- Knowledge in TALLY ERP 9 AND HTML.
- Basic knowledge in IT and Computer Applications.
- Knowledge in Accounting Skills.
- Excellent communication skills. (Verbal and Written)

SKILLS

- Quick learner
- Excellent Organisational and Analytical Skills
- Flexibility and adaptability
- Ability to multitask
- Excellent customer service skills
- Business skills such as financial management, project
management and planning, decision making, research and
analysis.

OUTREACH PROGRAM

Assumption Extension and Social Outreach Programme (AESOP)

- Volunteered as team head, and directed 30-person team in implementing
development modules for local villages, educating citizens on Health &
Fitness, Waste Management, Energy Conservation, Organic Farming and
Financial Literacy.
- Facilitated interactive sessions to assess their knowledge growth &
facilitated discussion to analyse the impact of the programmes on local
residents, with 93% participation rate from villagers.
- Organised 78 educational demonstrations and presentations to raise
awareness of programme topics; resulted in improvement of literacy
levels by 25%.