



## MERLIN MATHEWS

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### PERSONAL DETAILS

- Date of birth: 02/12/1996
- Gender: Female
- Nationality: Indian
- Marital Status: Married

### KEY SKILLS

- Self-motivated, and hard-working
- Problem Solving Ability
- Ability to pick up new skills easily Flexibility and adaptability to any situation
- Coordinating and leadership skill
- Good teaching skill
- Working with minimum supervision

### PASSPORT DETAILS

- Passport no: V3070888
- Expiry date: 16-11-2031
- Visa Status: Visit (25/04/2023)

## CAREER OBJECTIVE

To secure a successful challenging career in an organization where my knowledge and skill can be effectively experimented with ample opportunity to tackle challenges and innovations with promising sincerity and productivity in work.

## WORK EXPERIENCE

### Differential Finance Company, Kottarakkara, Kerala

**Period of Work: June 2021 – October 2022**

**Position: Clerk – DFC Bank**

- Take care all the primary tasks and manage customers and their queries and demands without any hassle.
- Maintain accurate documents of the daily cash transaction in the branch.
- Updating and entering a customer's financial data into the bank's computer system.
- Solves customer's problems or directs them to the right bank staff.
- Informing customer's about the different banking products like loans, deposits and savings accounts.
- Cross verifying transaction information and other miscellaneous financial transactions.
- Perform physical verification of cash at the end of the day and reconcile with banking records.
- Check the availability of funds before making payments to customers.
- Process and accept deposits and loans payments from bank customers.

### Dr. Jessy Memorial Hospital, Kottarakkara, Kerala

**Period of Work: April 2021 - June 2021**

**Position: Administrative Officer**

- Worked with facility administrators to develop action plans to help implement policy updates in daily operations.
- Managed admission and sales staff to ensure compliance with state rules and regulations
- Supervise daily administrative operations.
- Develop and implement effective policies for all operational procedures.
- Prepare work schedules & Organizing training for employees
- Resolved administration conflicts and issues
- Monitor expenses and suggest cost-effective alternatives.
- Ensure prompt ordering and stocking of medical and office supplies.
- Monitor administrative staff's performance.

## EDUCATIONAL QUALIFICATION

Education Qualification	Institution	Course Period
M. Com Finance and Accounting	University of Kerala	2018-2020
B. com Commerce with Computer Application	University of Kerala	2014-2017
Plus 2 (HSC)	Board of Higher Secondary Examination	2012-2014
SSLC	General Education Dept., Gov. of Kerala	2012

## ADDITIONAL QUALIFICATION

- Diploma in Computerised Financial Management (DCFM).
- Good knowledge in MS Word, MS Excel, MS PowerPoint, Tally etc.

Language	Speak	Write	Read
English	Proficient	Fluent	Fluent
Hindi	Beginner	Intermediate	Intermediate
Malayalam	Native	Native	Native

## PROJECTS & INTERNSHIP

### **Post-Graduation Project Done:**

#### **A Comparative Study on Work Life Balance of Women Employees in Public and Private Sector Banks.**

Report submitted to University of Kerala in the Partial Fulfillment of the requirement for the award of the **Degree in Master of Commerce.**