



JINU C
Kozhikode

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EDUCATION

Bsc Computer Science
University of Calicut, Kerala
April 2014

SOFTWARE SKILL

CCNA, Tally ERP, Microsoft
office

ADDITIONAL SKILLS

Leadership role
Project Management
Financial Management
Strategic planning
Spreadsheet proficiency
Up-to-date tax knowledge
KSSC qualified Kalaripayattu
Instructor

RESUME OBJECTIVE

Self-motivated professional with a total of 8 years of experience in financial management, customer relations & administration seeking a supervisory role.

PROFESSIONAL EXPERIENCE

April 2021 – October 2023

Operations Manager

New York Fabricators LLC, Dubai

Finance management

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns (VAT).
- Manage balance sheets and profit/loss statements.

Production oversight

- Supervise and organize team to resolve problems and achieve deadlines.
- Monitor production schedules, labour and resources to ensure efficient and timely delivery of products.
- Oversee & improve manufacturing processes to meet production targets while maintaining item quality & safety standards.
- Resource management

Customer focus

- Communicate with clients and proactively seek timely feedback for improvements to maximize client satisfaction.

Team leadership

October 2019 - February 2021

Assistant Manager

HDFC Bank, Kozhikode

- Serves customers by completing account transactions.
- Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals and recording night and mail deposits.

LANGUAGES

- English - Fluent
- Hindi - Intermediate
- Malayalam – Expert

PERSONAL PROFILE

Nationality: India
Date of birth: 24/04/1990
Home address:
Chappothil (H)
Padanilam PO
Kozhikode

Passport No: T7870389
UAE Driving license No: 2291055

REFERENCES

References available upon request.

- Cross-sells bank products by answering inquiries, informing customers of new services and product promotion, ascertaining customer's needs, and directing customers to a branch representative.
- Assists manager in efforts to reach performance, profit+ and customer service goals.

December 2018 - October 2019

Teller

Transguard Group, Abudhabi

- To process cash/customer deposits under CCTV and ensure strict adherence to procedure and ensure client's records are correct.
- Ensure all transactions are recorded in relevant record sheets such as cashier balance sheet.
- Ensure cash verified balances and handed over to the Cash officer at the end of the day.
- Ensure the preparation of the balance sheet for cash handover to the cash officer who signs the balance sheet for acknowledgement.
- Ensure cash is properly faced and sorted before handing them over to the cash officer.
- Ensure that all transactions recorded on the balance sheet agree with the summary.
- Report to cash officer any discrepancies found in the client's deposit.

February 2015 - December 2018

Teller

G4S, Abudhabi

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