



Jacquelin rani Aron jacob

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+971542810636

Date of Birth: 18/02/1989

Professional Summary

Organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic with ability to perform effectively in independent or team environments.

Skills

Microsoft Office	Problem resolution
Office administration	Confidentiality understanding
Data entry	Invoicing and billing
Answering incoming calls	Filing experience
Microsoft Office proficiency	Microsoft Outlook
Microsoft Word expertise	

Work History

01/2020 - 01/2022

Assistant manager

Muthoot Finance Ltd , nagercoil, india

- Motivated management and staff teams to consistently deliver high quality, customer-focused service.
- Built customer relationships with consultative sales approach.
- Maintained smooth-running business operations by delegating priorities to staff abilities.

07/2013 - 01/2020

Junior assistant

muthoot finance , kanyakumari, india

- Prepared monthly bank reconciliations and compiled reports for financial reviews.
- Analysed monthly balance sheet accounts for corporate reporting.

Education

01/2011 - **Master of Business Administration, HR and Finance, Lord Jegannath**

01/2013 ***Engineering Collage Anna University, india***

- Graduated with Distinction
- Completed [\[MBA\]](#) Qualification

2009 - **Master of Education, commerce, scott christian collage , india**

2011

- Graduated with Distinction

2006 - **Bachelor of Commerce, scott christian collage , india**

2009

- Graduated with Distinction

Personal Details

Date of Birth / Age: 18/02/1989

Nationality: Indian

Marital Status: Married

Visa Status: husband sponsor visa

Gender: female

Passport: R7243519

Languages

English:	Tamil:
<div><div></div></div> Fluent	<div><div></div></div> Native
Malayalam:	
<div><div></div></div> Intermediate	

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge and belief
jacquelin rani arone
abudhabi