

JUBIN THOMAS



CONTACT

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Present Address

**M1, Al muteena bldg
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Permanent Address

**Vizhalil House
Manippuzha, Venkuringi P.O.
Kottayam, 686510
Kerala- INDIA**

Visa status-Visiting Visa

LANGUAGE

Malayalam, English, Hindi, Tamil

PERSONAL INFO

Father Name : V J Thomas
Date of Birth : 06/07/1996
Gender : Male
Religion : Christian
Cast : Jacobite
Marital Status : Married
Nationality : Indian

PASSPORT DETAILS

Passport No : Y1137984
Issue Date : 25/03/2024
Expiry Date : 24/03/2034

SKILLS

- Good communication and interpersonal skills.
- Meticulous and hard working.
- Displaying initiative and independence and can work on own or as a part of a team.
- Highly flexible
- Branch Control
- Collection Controlling
- Sales Controlling

COMPUTER KNOWLEDGE

- Excel
- MS word
- Software Handling.
- Spread sheet

CARRIER OBJECTIVES

To succeed a challenging position in industry where my capabilities can be exploited for both professional and organizational profit and provides ample scope for career growth

WORK EXPERIENCE

JK Tapes

Admin Assistant - 1 year (2018-2019)

Duties and responsibilities

1. Coordinating and Schedule meetings
2. Appointments and Travel arrangements
3. Preparing sales documents, Report and presentations
4. Managing Customer enquiries
5. Maintaining database/records.

Belstar Micro Finance Ltd

Credit Executive Verification & Sales - 3.5 years (2019 - 2022)

Duties and responsibilities

1. Sales and collection.
2. Risk control
3. Managerial risk control
4. Team coordination
5. Excel preparation
6. Word preparation
7. Collection monitoring
8. Sales monitoring

JMJ finance Ltd Branch

Manager Sales & Collection - 1.5 years (2022-2023)

Duties and responsibilities

1. Managerial function
2. Branch control
3. Staff control
4. Sales coordinator
5. Collection coordinator
6. Team working
7. Team leader
8. Accounts controlling
9. Systematic control
10. Target achiever

Mini Muthoottu Financiers

Branch Associate - 4 Months (2023-2024)

Duties and responsibilities

1. Team leader
2. Control
3. Sales control
4. Branch control
5. Collection npa control
6. Staff monitoring
7. Presentation
8. Excel
9. Word
10. Sales achievement

EDUCATION

SSLC ST. Thomas HSS Erumely (2013)

Board of Public Examination

PLUS TWO SNDP HSS Venkuringi (2015)

Board of Higher secondary Examination

B.Com with Computer Application (2018)

IHRD CAS Kanjirappally M G University

BRD FINANCE LTD

RISK MANGER

2024 MAY PRESENT working

Duties and responsibilities

1. Risk control
2. Various branch monitoring
3. Staff and branch manager Control
4. Presentation
5. Audit level managing
6. Rectification of fraudulent activities
7. Excel and word preparation
8. Ho department
9. Npa collection monitoring
10. Area team leader