



# JACQULIN RANI ARON JACOB

📍 mussafah , Uae 307501

📅 18/02/1989

☎ +971542810636

✉ jacquelinrani1989@gmail.com

## PROFESSIONAL SUMMARY

Accounting Assistant bringing 9 years of experience in accounting field. Skilled in account management, expense reports and invoice reconciliation. Hard-working and proactive with solid foundation of trustworthy and dependable performance.

## SKILLS

- Cash handling
- Invoicing and collections
- Bank reconciliations
- Month-end reports
- Month-end financial reporting
- Communication skills
- Problem-solving
- Leadership
- Time management
- Data entry
- Data collection and analysis
- MS Office
- International funds transfers
- Customer rapport building
- Consumer banking
- Banking ethics
- Deposit handling
- Account analysis
- Target motivated

## WORK HISTORY

**ASSISTANT MANAGER**, 01/2020 - 01/2022

**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.

-----  
**JUNIOR ASSISTANT**, 07/2013 - 01/2020

**muthoot finance** , kanyakumari, india

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

## EDUCATION

**Lord Jegannath Engineering Collage Anna University**, india, 01/2011 - 01/2013

**Master of Business Administration: HR and Finance**

- Graduated with Distinction
- Completed [Type] Qualification

-----  
**scott christian collage** , india, 2009 - 2011

**Master of Education: commerce**

- Graduated with Distinction

-----  
**scott christian collage** , india , 2006 - 2009

**Bachelor of Commerce**

- Graduated with Distinction

**PERSONAL DETAILS**

**Date of Birth / Age:** 18/02/1989

**Marital Status:** Married

**Gender:** female

**Passport:** R7243519

**Nationality:** Indian

**Visa Status:** husband sponsor visa

**Religion:** Christian

**LANGUAGES**

**English**

Fluent

**Tamil**

Native

**Malayalam**

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