



# ASHLIN MARY JACOB

## EXPERIENCE

**2021 – 2022**

Client Relations Officer • Operations • Quality Government Services Center (TAW JEEH)

(Developing a solid and trusting relationship between major key clients and company. Resolving key client issues and complains.)

**2020**

Data Entry Clerk • Finance • Emirates Specialty Hospital

(Updating in the system of the Covid cases and Non-Covid cases of the patients in Al Hosn App.)

**2018 – 2020**

Billing Coordinator • Accounts Receivable • Hepworth PME LLC

(Sending invoices, delivery orders and LPO's to the customers.)

## EDUCATION

**Skyline University College, Sharjah, UAE**

- 3.82 CGPA

## COMMUNICATION SKILLS

**Language Skills** : English (Native), Malayalam (Native), Hindi (Basic Proficiency), Arabic (Elementary Level).

**Computer Skills** : Microsoft Word, Microsoft Excel (Basic formulas, "IF" formula, "V-LOOKUP" formula), Microsoft Power-Point (Pbasis), Oracle.

## LEADERSHIP SKILLS

Good listening and comprehension skills, research and analytical skills, numeracy skills, verbal and communication, ability to meet communicated schedules and deadlines, organized and keen attention to details, good team player.

## DECLARATION

I do hereby declare that all the information provided above are true to the best of my knowledge.

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## OBJECTIVE

A young and dynamic commerce professional aspiring to work for a progressive organization that provides ample opportunities to develop and use my skills for growth in the field, while enhancing the productivity and reputation of the organization.