

# ASHLIN MARY JACOB

**City:** Sharjah, United Arab Emirates

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## PERSONAL STATEMENT

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

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## PERSONAL DETAILS

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<b>Name</b>	Ashlin Mary Jacob
<b>Date of Birth</b>	25-06-1997
<b>Father's Name</b>	Jacob Joshua
<b>Nationality</b>	Indian
<b>Religion</b>	Christian
<b>Marital Status</b>	Unmarried
<b>Gender</b>	Female
<b>Visa Status</b>	Dependent Visa

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## WORK EXPERIENCE

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**BILLING COORDINATOR-** Finance Credit Control Department

**Hepworth PME LLC** (Sept 2018 – June 2020)

Support invoice preparation for internal and external billing purpose. Assist client in review of invoices. Plan, supervise and analyze billing and collection activities. Supervise and evaluate billing staff performance and provide feedback. Coordinate with financial administration team to evaluate accounts. Keeping accurate records in the system and make updates to customer as needed. Manage payment reconciliation posted with bank deposits. Monitor credit balance creation and resolution with daily credit reports review. Update accounts receivable database with new accounts or missed payments. Supervise customer billing services to ensure complaints and issues are resolved. Develop billing productivity benchmarks and report on staff performance to seniors. Coordinate with sales and operations personnel to analyze pending bills and resolve issues.

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## INTERNSHIP EXPERIENCE

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**Accounts Receivable** – Understanding of the work flows that are related to delivery notes from stores and logistics for both cash and credit customers as well as the return of goods against original delivery notes. I was even able to understand the link between accounts receivables and credit control.

**Accounts Payable** – Gained knowledge on the process involved for goods received notes, purchase orders and other documents and the payment process and even through system using Oracle Financials that are data entry, ledger posting. I was able to understand the document management process which is internal or external exchange of documents, effective filing and supplier account reconciliation.

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## EDUCATION

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- Graduated from Skyline University College, Sharjah in Bachelor of Business Administration (BBA) – FINANCE in the year 2019
- Pursued Bachelor of Science in Business Administration (BSBA) – MANAGEMENT at American University of Sharjah from 2015 to 2016
- Graduated from The Indian High School, Dubai in 2015

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## SKILLS

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**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), Internet browsing (research basis, social media, academic basis, entertainment, e-mails)

**Transferable Skills:** - Good listening and comprehension skills, research and analytical skills, numeracy skills, verbal and written communication, ability to meet communicated schedules and deadlines, organized and keen attention to details, good team player

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## DECLARATION

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

**Date:**

Yours sincerely,

**Place:**

[ASHLIN MARY JACOB]