



JUBIN RAJAN

Personal Data:

Date of birth : 22/03/1989
Nationality : Indian
Marital status : Single
Passport :M9987784

Mobile: +971565101719

Email:

Jubinrajan970@gmail.com

Permanent Address :

Kottayam, Kerala
India

Technical Skills :

- Tally ERP 9
- APX Software
- MS -Office Word, Excel, Power Point and Outlook
- Familiar with almost all Operating Systems and internet applications.

Strengths :

- Hard Working
- Punctuality
- Communication Skill
- Can build relations easily

CURRICULAM VITAE

Career Objective

A highly competent, motivated and enthusiastic person with Masters in Business Administration (Finance & Marketing as majors). Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

Currently looking for a suitable position where I will be able to excel both personally and professionally.

Career Profile

Work Experience

❖ **AL KHALEEL AUTO MAINTENANCE CENTRE, SHARJAH, U.A.E**

Designation: Accountant

Period : July 2018 - Present

❖ **OXYGEN THE DIGITAL SHOP, Kottayam, Kerala, India**

Designation: Audit Executive

Period : April 2017 – June 2018

❖ **NASSCO SALES CORPORATION, Muvattupuzha, Kerala, India**

Designation: Accountant

Period : June 2015 - March 2017

❖ **HOTEL SREELAKSHMI PARK, Kottayam, Kerala, India**

Designation: Accounts Assistant

Period : March 2012 - May 2013

Job Profile - OXYGEN THE DIGITAL SHOP

✓

Job Profile - NASSCO SALES CORPORATION

✓

Job Profile - HOTEL SREELAKSHMI PARK

References :

1. Dr.N.Navarasu

Director

Hindusthan College of Arts
& Science, Coimbatore

Tamil Nadu

Ph: +91 9363166343

2. Mr. Sunil Varghese

General Manager

Oxygen The Digital Shop
Kottayam.

Ph:+919847727035

Acheivements

- ✓ Completed training on Tally.
- ✓ Completed training in APX Software

Educational Qualification

- ✓ **MBA - Master of Business Administration (2013 -2015)** from **Bharathiar University**, Coimbatore, India
- ✓ **B.COM(2010 - 2012)** from Mahatma Gandhi University, Kottayam, India
- ✓ **D.F.A(2012)** from G-TEC Computer Education, Kottayam, India
- ✓ **D.H.M(2007)** from Kitco Hotel Management Institute , Trivandrum, India

Academic Projects

- ✓ 45 days Summer training at OIL PALM INDIA LTD, Kottayam, India

Topic – A Study on Impact of Liquidity On The Profitability of the firm

Skills & Abilities

- ✓ An effective communicator with good analytical and problem solving skills.
- ✓ Fast learner and good team player.
- ✓ Self-confident, highly flexible and adaptable.
- ✓ Ability to do multi-tasking
- ✓ Willingness to accept challenges and to learn from it.
- ✓ Multilingual -English, Malayalam, Tamil and Hindi.

Declaration

I hereby declare that all the fact stated above is true and correct in best of my knowledge and belief.

Place : Sharjah

Date :

Sincerely,

Jubin Rajan