



# JEBIN P CHACKO

## ADMIN ASSISTANT / OPERATIONS

### GET IN TOUCH



**+974-71459293**



**chackochens1995@gmail.com**



**Doha , Qatar**

### SKILLS

- Office administration
- Invoice Management
- Credit Collections
- Documentation
- Team coordination
- Billing
- Petty Cash Management
- Customer Relations
- Vendor Relations
- Customer Service .
- Data Entry
- MS office



**Scan & Save info**

### PROFILE

A focused professional with 5.8 years of experience in accounts and office ,administration, seeking a position with organization that offers opportunities for development and growth. Adept In data management & credit collection skills , seeking a profile where i can polish my skills and advance career to next level .

### WORK EXPOSURE

#### COLLECTIONS COORDINATOR

##### SHRIRAM FINANCE

**September 2023 - June 2024**

**Kerala, India**

- Manage multiple accounts for delinquency and debt collection efforts
- Locate and contact debtors about outstanding obligations
- Send out past due notices for delinquent accounts or for missed settlement payments
- Investigate and resolve complaints regarding incorrect debt collection attempts
- Report address changes and maintain files regarding debtors for correct and current contact information
- Compile reports on delinquent accounts and report missed payments to senior finance management .

#### ACCOUNTS CLERK

##### ART GROUP OF COMPANIES

**July 2020- March 2023**

**Kerala , India**

- Assist in day to day admin operations like travel arrangements, facility management , data entry etc
- Assist sales department in preparing sales documents , client meeting arrangements and quotation preparations
- Reconcile all business accounts to ensure our records match up and no transaction gets lost
- Enter financial data into computer software, making sure all bills and invoices are filed correctly
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.

## EDUCATION



### M B A - HUMAN RESOURCE

- Bharathiyar University

### BACHELOR OF ARTS - ENGLISH

- MG university

### DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING

## PERSONAL INFO

**Nationality : Indian**

**DOB: 13/11/1995**

**Visa status : Transferable Visa**

**Driving License : Yes**

**Country of issue : India**

**QID no : 29535648419**

## LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

## ACCOUNTS CLERK

### PM CONTRACTIONS KAMGAZHA

**May 2018 - June 2020**

**Kerala , India**

- Assist in documentations , facility management and attendance report preparations
- Assist in maintaining all books, viz, Cash Book, Petty Cash Book, Bank Book & Ledger
- Coordinating the activities of inventory position & crosschecked office inventory .
- Preparing Vouchers, deposit receipts and dealing with customer for deposits
- Coordination / Assisting the External Auditors for year ending Audits
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary

## DECLARATION

I here by declare the specified facts are true to the best of my knowledge

**JEBIN P CHACKO**