



CHIPPY ANN JACOB

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26/04/1999

EXPERIENCE

01.01.23 - (Still Working) **St.Jude Global School**
Jr. Finance & Administration Manager

- To leverage my expertise in finance and administration management to effectively contribute to the success of the organization.
- To utilize my skills in financial analysis, budgeting, forecasting, and account management to ensure efficient operations.
- To apply my knowledge of accounting principles and processes to develop innovative solutions for complex financial issues.
- To employ my experience in managing financial operations and developing strategies to drive organizational growth.
- To help the organization achieve its objectives through effective management of financial resources.
- To manage all aspects of finance and administration while ensuring compliance with internal policies and external regulations.
- To utilize my strong analytical skills to identify areas of improvement in the organization's financial performance.
- To provide sound advice on financial matters that will help the organization reach its goals.
- To use my expertise in accounting software applications to streamline processes and improve accuracy.
- To develop creative strategies for reducing costs while maintaining quality standards.
- To lead a team of professionals towards achieving organizational objectives through effective fiscal management.
- To create an environment that encourages collaboration between departments for improved efficiency.
- To ensure accurate reporting of financial data with a focus on compliance with applicable laws and regulations.
- To apply my problem-solving skills to identify cost-saving opportunities within the organization's operations.
- To develop innovative strategies for improving cash flow, reducing overhead expenses, and increasing profitability.
- To implement best practices in finance and administration management that will lead to long-term success for the organization

OBJECTIVE

I intent to be part of an organisation to have a challenging career, where I can utilize my technical and management skills which will help in achieving the goals of organisation and gain exposure in the competitive world. I also look forward to establishing myself by adapting new technologies as well

SKILLS

- Leadership Skills
- Team Building
- Positive Attitude
- Decision Making
- Tally (ERP-9), Ms Excel, Ms Word

LANGUAGE

- English
- Hindi
- Malayalam

EDUCATION

2020-2022 **Bengaluru North University**
MBA (Finance & HR)

2017-2020 **Mahatma Gandhi University**
BCOM (COMPUTER APPLICATION)

2015-2017 **Kerala State Board**
PLUS TWO

2015 **Kerala State Board**
SSLC

PROJECTS

AN ANALYSIS ON THE WORKERS PARTICIPATION IN MANAGEMENT AT APOLLO TYPES LIMITED ,KALAMASERRY

THE STUDY ON THE ROLE OF SELF - HELP GROUPS IN WOMEN ENTREPRENEURSHIP

AN STUDY ON STRESS MANAGEMENT AT DOMAIN2HOST

ACHIEVEMENTS & AWARDS

Participating in National Youth Parliament Festival (2019)

Active participated in National Service Scheme (2015-2020)

Taken initiated as a team leader for many academic activities