

CHIPPY ANN JACOB

THIPARAMBIL HOUSE, KUZHIMATTOM P.O
KOTTAYAM, KERALA, 686533.

MOBILE NUMBER: 9400030268

EMAIL ID: annchippyjacob99@gmail.com



CAREER

- To undertake the value-based teaching and other associated responsibility at the highest level with great degree of maturity and understanding, carrying students to the peak of their intelligence.

OBJECTIVE

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

PROFESSIONAL

- Highly motivated and dynamic MBA Assistant Professor with a strong academic background and of experience in teaching postgraduate courses.
- Committed to fostering student success and promoting a collaborative learning environment.
- Experienced in curriculum design, and academic advising, with a proven track record of leadership in educational settings.

SUMMARY

SKILLS

- 1year of college teaching experience.
- Strong leadership and Management skills.
- Excellent problem solving and analytical skills.
- Punctual.
- Solid understanding of communicating strategies of students.
- Expert Tally ERP-9, SPSS, VAT, MS –OFFICE, GST, Manual Accounting
- Excellent interpersonal communicating skills.
- Student motivation.
- Instruction and Curriculum Design
- Student Engagement and Classroom Management
- Academic Advising and Mentorship
- Technology Integration in Education
- Leadership in Academic Communities

CORE COMPETENCIES:

Research and Teaching Experience

- Experienced professional with a robust background in both finance and human resources, adept at seamlessly integrating research findings into dynamic teaching methodologies to cultivate comprehensive understanding and practical skills in students.

Finance:

- Proficient in financial analysis, including ratio analysis, financial statement interpretation, and valuation techniques, facilitating effective decision-making in investment and corporate finance domains.
- Demonstrated expertise in navigating complex financial markets, including investment strategies, asset valuation, and portfolio management, leveraged to effectively educate students on foundational principles and emerging trends in finance.

HR:

- Skilled in recruiting top talent and fostering professional growth through effective training and development programs.
- Proficient in talent acquisition and development, ensuring the recruitment of high-quality personnel and nurturing their professional growth through tailored training initiatives.

Business Development

- Developing new clients and negotiating with them for securing profitable business.
- Organizing promotional programs & participation in exhibitions for creating greater brand visibility
- Planned effective sales methods for bringing profitable clients to the organization.

MANAGING EXPERTISE:

| Company name | Designation | Period of service |
|--|-----------------------------|--|
| Ilahia College of Engineering and Technology, Muvattupuzha | Assistant Professor | October 2023 to present |
| St. Jude’s Global School Kottayam | Jr. Finance & Admin Manager | July 2022 to October 2023(1year and 3months) |
| Chillalo Getaways Munnar | Jr. HR &Admin Manager | November 2020 to July 2022(1 year and 8months) part time |

PROFFESIONAL EXCELLENCY CREDENTIAL:

ILAHIA COLLEGE OF ENGINEERING

- Develop and implement innovative instructional methods
- Guide, lead and mentor students in research projects.
- Coordinated placement activities and arranged placement interviews for students.
- Evaluate, monitor and mentor student academic progress.
- Create, innovate and implement career-enhancement programs and activities.
- Participate in departmental and college activities.
- Serve and support functional activities of departmental committees.
- Assess, review and evaluate student activities and progress.
- **Webinar, IEDC, YIP, Research and Placement coordinator**
- **NAAC coordination member**

| | |
|-------------------------|--|
| Subjects handled | Business Analytics, Information System Managers, Legal System For Business, Entrepreneurship Development, Human Resource Management, HRM Polices and Strategies, Enterprise Management in Digital ERA, Enterprise Resource Planning, Quality Management |
|-------------------------|--|

ST JUDE'S GLOBAL SCHOOL

- **Budgeting and financial planning:** Assisting in the preparation of budgets and financial forecasts, monitoring expenditures, and ensuring compliance with budgetary constraints.
- **Financial reporting:** Generating financial reports, including income statements, balance sheets, and cash flow statements, and presenting them to management for review and decision-making purposes.
- **Accounts management:** Overseeing accounts payable and receivable processes, ensuring timely invoicing, payment processing, and reconciliation to maintain accurate financial records.
- **Administrative support:** Providing administrative assistance to various departments, including coordinating meetings, managing office supplies, and handling correspondence to ensure smooth daily operations.
- **Compliance and regulatory adherence:** Ensuring compliance with relevant financial regulations and internal policies, conducting audits, and implementing necessary controls to mitigate financial risks and maintain legal compliance.

CHILLALO GETWAYS

- **Recruitment for tourism-related positions:** Conducting recruitment activities specifically tailored to the tourism industry, including sourcing candidates with relevant experience in hospitality, travel, and tourism.
- **Onboarding and training for tourism roles:** Facilitating the onboarding process for new hires in tourism-related positions, providing them with specific training on customer service standards, destination knowledge, and industry-specific protocols.
- **Coordination of travel arrangements:** Assisting in arranging travel logistics for employees involved in tourism-related activities, such as coordinating flights, accommodations, and transportation for business trips or industry events.
- **Visitor management:** Overseeing the management of visitors to tourism-related facilities or destinations, including handling inquiries, coordinating tours, and ensuring a positive experience for guests.
- **Administrative support for tourism initiatives:** Providing administrative assistance for tourism-related projects or events, such as organizing promotional materials, assisting with event planning, and coordinating with external stakeholders in the tourism industry.

EDUCATIONAL CREDENTIALS:

| GRADE | INSTITUTION | MARKS |
|---|---|--|
| PhD in management (Pursing) | Karunya University | |
| Master of Business Administration (Finance and HR) | Bengaluru North University | First Class Distinction (84%) |
| Bachelor of commerce | Mahatma Gandhi University | Distinction (78%) |
| Higher Secondary | Jerusalem Mount Higher Secondary School | Distinction (79%) |
| SSLC | St. Anne's Girls Higher Secondary School | Distinction (75%) |

PROJECTS:

- AN ANALYSIS ON THE WORKERS PARTICIPATION IN MANAGEMENT AT APOLLO TYPES LIMITED ,KALAMASERRY
- AN STUDY ON STRESS MANAGEMENT AT DOMAIN2HOST
- THE STUDY ON THE ROLE OF SELF - HELP GROUPS IN WOMEN ENTREPRENEURSHIP

INTERNSHIP:

- Done 45 days internship in Finance at Bosch
- Done 45 days internship HR at Shipping Karo
- Done 30 days internship Finance and HR at M.V Tomy Company Chartered Accountant company

TECHNICAL/ PERSONALSKILLS:

- **MSoftware**
- **Tally ERP9,VAT,GST,Manual Accounting**
- **IBM , SPSS**
- Excellent oral and written communication skills with a strong ability to work well and collaboratively with cross-functional teams in the organization
- Demonstrated ability to manage time against multiple projects and priorities, and have strong data analysis, problem solving, and decision-making ability
- Proven ability to hire highly capable staff, and grow and mentor staff
- Demonstrate excellent analytical skills and meet deadlines with a strong desire to execute tasks with quality and a sense of urgency.

LINGUISTIC ABILITIES:

| LANGUAGE | READ | WRITE | SPEAK |
|------------------|-------------|--------------|--------------|
| ENGLISH | Y | Y | Y |
| TAMIL | N | N | Y |
| MALAYALAM | Y | Y | Y |

DECLARATION:

I hereby declare that all the above furnished details are true to the best of my knowledge and belief.

Chippy Ann Jacob

REFERENCE:

1. **Beena Susan Babu**
Sr.Finance & Admin manager
St. Jude's Global School
Kottayam
Ph. No: 8139050555
2. **Sinosh P.K**
Professor & HOD
Ilahia College of Engineering & Technology
Muvattupuzha
Ph. No: 9447297447