# 



Name : Sharone M Jacob

Address : Maliel House Pallickal Po Kattanam

Alappuzha, Kerala

Pin Code : 690503

Email Id : [malielsharone@gmail.com](mailto:malielsharone@gmail.com)

Phone : 9656276069

OBJECTIVE

Seeking to obtain a position in a fast-paced environment to utilize my exceptional multi-tasking and administrative skills in an effective way using companies’ resources.

SALIENT QUALITIES

* **Communication Skills**
* **Work Ethic**
* **Flexibility**
* **Problem-Solving Skill**

ACADEMIC BACKGROUND

* Pursuing ACCA (completed ten papers out of 13)
* MBA (international business and finance) from **university of west of Scotland**. (2016-2018)
* Completed Bachelor of commerce from Alagappa university. (2013-2016)
* Microsoft office Excel specialist 2013

PERSONAL DETAILS

Father’s Name : MR JOHN M JACOB

Date of birth : 12 MAY 1996

Marital status : single

Nationality : Indian

Linguistic Proficiency: English, Malayalam, Hindi

Hobbies : Reading, Photography, playing cricket, Gardening

PROJECT

While doing my MBA, I had done an analysis on “The study of profitability and its effect on dividend policy” of **AVT premium company**.

DECLARATION

I hereby declare that all the information contained in this resume is true to my knowledge.

Sharone