



JENSON E S

Finance & Operations

CONTACT

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Ponnore, Near Village office,
Thrissur, Kerala, 680552

Passport No :
Date of Expiry :
Nationality : Indian
Gender : Male
Date of birth : 20/09/2001
Driving licence : KL4620190022513

TECHNICAL SKILLS

- Credit Bureau Handling
- KYC & Compliance Systems
- Audit & Risk Management Tools
- Accounting & Financial Analysis
- Operational Manuals & SOPs
- Advanced Excel
- Software Testing

Driven and detail-oriented accounting professional with a Diploma in Indian and Foreign Accounting and a Bachelor of Commerce (B. Com). Equipped with a solid grounding in financial and managerial accounting principles and hands-on proficiency in accounting tools such as Tally, QB and Excel. Committed to applying strong analytical and problem-solving skills to support a dynamic finance & Operations team and grow within the accounting profession.

WORK EXPERIENCE

OPERATIONS EXECUTIVE
(Dhanalakshmi Group of Company
Marathakkara, Thrissur, Kerala)

June 2023 – 2025

1. Branch Software & Account Support

Managed updates to KYC records, resolved customer ID issues, and facilitated account renewals including GST and stamp duty processing. Also corrected data entry errors in gold, property, and auto loan accounts, while overseeing day begin/end processes for uninterrupted operations.

2. Banking Operations & Customer Services

Handled documentation for new account openings and modifications to signatories. Managed net banking registrations, processed QR code applications, and ensured cheque authenticity.

3. Audit Compliance & Risk Control

Addressed audit rectifications with a focus on internal controls and gold loan discrepancies. Verified live customer photos, conducted KYC checks, followed up on GL irregularities, and escalated fraud cases for necessary action.

4. Credit Bureau & Record Management

Compiled and updated monthly reports from credit bureaus such as CIBIL, Equifax, CRIF, and Experian. Ensured accurate data entry and maintained compliance with reporting standards.

5. Daily Operational Reporting

Prepared and maintained daily reports on gold loans, NCDs, subordinated debts, and cash/bank balances. Tracked KYC compliance and reported on day begin/end and audit-related activities.

6. Operational Oversight & Strategy Execution

Led daily operations across departments, ensuring process efficiency, compliance, and optimal resource allocation. Monitored performance metrics and contributed to strategic planning in alignment with organizational goals.

EDUCATIONAL QUALIFICATIONS

- **M.Com Finance – Pursing**
Calicut University – 2024
- **Diploma In Indian & Foreign Accounting (DIFA)**
IAB 2023 – 2024
- **Chair of Christian Studies and Research**
Calicut University 2020 – 2023
- **B.com Finance**
Calicut University 2020-2023
- **Commerce – Plus Two**
St. Johns H S S Parappur 2018 – 2020

TECHNICAL SKILLS

- Credit Bureau Handling
- KYC & Compliance Systems
- Audit & Risk Management Tools
- Accounting & Financial Analysis
- Operational Manuals & SOPs
- Advanced Excel
- Software Testing

HOBBIES

- Traveling
- Off Road Adventure Driving
- Playing Football & Cricket
- Music
- Playing Carrom Board

CERTIFICATES

- Tally Essential Comprehensive Course
- Diploma in Indian and Foreign Accounting
- MS Office
- Peachtree
- QuickBooks
- Manual Accounting

LANGUAGE SKILL

- Malayalam – Mother Tongue
- English
- Tamil
- Hindi