**Jijo Francis**

**Date of Birth:** 4th December 1989; **Marital Status:** Single.

**Profile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To work in an inspiring and dynamic organization, where I can achieve my goals and help the organization fulfill its objectives, while concurrently upgrading my skills and knowledge.

**Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ontario Graduate Certification in Global Business Management (Postgraduate, 1st Class)**

Humber College, Toronto, Canada (2012-2014)

**Bachelor’s Degree in Electrical & Electronics Engineering (1st Class)**

FISAT Engineering College (Mahatma Gandhi University, 2007-2011)

**All India Senior School Certificate Examination (AISSCE, Distinction)**

SBOA Senior Secondary Public School (2007)

**Work Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Henly Restaurant (Kerala, India) Oct 2015 - Present**

Restaurant Manager

* Recruiting, training, supervising and appraising staff.
* Managing budgets, maintaining statistical and financial records (Profit & Loss Management).
* Planning, promoting and marketing the business.
* Dealing with customer queries and complaints.
* Overseeing pricing and stock control (Inventory Management).
* Maximizing profitability and meeting sales targets.
* Ensuring compliance with health and safety legislation.

**LinkOne Inc. (Toronto, Canada) Nov 2012 – Sep 2015**

Office Administrator

* Answering the phones, ordering office stationery supplies, greeting clients, filing and managing diaries.
* Creating advertisements/promotions for the clients.
* Doing market research work, and creating presentations.
* Brainstorming, planning and management of events.
* Assisting the clients with business development.
* Performing assessments on clients and arranging meetings.
* Assist in selling VOIP and other telecommunication services.
* Assist the Customer Relationship Management (CRM) and Sales team.
* Arranging Travel Services for the clients.
* Assist in Canadian Immigration Processing and other visa services.

**X.M Software Solutions Pvt. Ltd. (U.A.E Exchange L.L.C), Kerala, India Nov 2011 – Jun 2012**

Compliance Officer (Junior Executive)

* Monitor global transactions via UAE Exchange Company.
* Check whether all the transactions done from each country are in compliance with the AML/KYC/CFTC rules.
* Provided training to the new recruits and help co-workers and subordinates with their work.
* Clarify the doubts/errors related to transactions that have been managed by other compliance officers/Country head officers and Bank Managers.
* Create accurate reports regarding the daily and monthly work done.
* Customer Service and Client Management.
* Contacting sales and CRM teams regarding the company services and to solve any ambiguities present while the work.

**Henly Restaurant (Kerala, India) Oct 2007-Nov 2011**

Restaurant Manager

* Recruiting, training, supervising and appraising staff.
* Managing budgets, maintaining statistical and financial records.
* Planning, promoting and marketing the business.
* Dealing with customer queries and complaints.
* Overseeing pricing and stock control (Inventory Management).
* Maximizing profitability and meeting sales targets.
* Ensuring compliance with health and safety legislation.

**Strengths\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Good at managing and leading teams.
* Creative, Self-Motivated, Open minded and Optimistic.
* Target oriented and Tech-savvy.
* Proficiency in Keying, MS office, outlook and other prominent software.
* Adaptability and great at solving problems.
* Hardworking & Quick Learner.
* Patient, Resilient and Empathetic.
* Good at negotiating, networking and Coaching.
* Multitasking and Stress Management.

**Key Achievements & Learnings\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Completed designing of E.H.V (Extra High Voltage) Substation at F.A.C.T Company, Kerala, India.
* Experience in Social Media Marketing (Freelancing experience with Brand the Net, Canada).
* Passed Academic I.E.L.T.S (International English Language Testing System) test.
* Understanding of AML (Anti-Money Laundry) /KYC (Know Your Customer) /CFTC rules.
* Currently learning French, Japanese, SAP software, QuickBooks and Six Sigma Principles.
* Passed National Mathematics Olympiad Contest (India, 2005).
* Certificate of Cumulative Assessment of Competencies, NewGen Program (Life Skills (India) Training Pvt. Ltd).
* Have attended several I.E.E.E seminars and business presentations from Rochester ICPL (Kerala).
* Attended several networking events in Canada to meet the major business leaders and exchanged ideas with them.
* Experience in training and managing staffs.

**Other Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I’m willing to start working as soon as possible.

Proof of Qualifications will be provided upon request.

**Job Seeker First Name / CV No: 1836642**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

