

## DANIEL SAJEEV



### Permanent Address:

Mattathil House  
Puthupally Post  
Kottayam District  
Kerala state-686011(pin)  
INDIA-  
Mobile :9061844720

### E-mail:

danid6642@gmail.com

### Personal Data

Date of Birth :15/8/1996  
Sex : Male  
Nationality : Indian  
Marital Status : Single  
Father :Sajeev  
Gopal

### Strength

- ✓ Positive Thinker
- ✓ Dedicated worker
- ✓ Effective team player
- ✓ Quick Learner
- ✓ Excellent communicator
- ✓ Computer Savvy

## Career Goal

I am looking for working environment where I can refine up my knowledge and skills further. I would like to work for an organization where I will get an opportunity to prove my ability and to learn new things.

## Education

COURSES	NAME OF THE INSTITUTION	BOARD / UNIVERSITY	YEAR OF PASSING
MBA	Hindusthan college of arts and science, Coimbatore	Bharathiar University, Coimbatore	2020
B.Com	PGRMN SN College	MG University, Kottayam	2017
X11	Government Boys Higher Secondary School, Puthupally	Kerala	2014
X	M.T.S. Higher Secondary School, Kottayam	Kerala	2012

## Computer Proficiency

- Operating system : Tally ERP 9
- Packages : Ms Office

## Experience

### Work History:

- M.K. Motors, kottayam- Customer advisor (8 months)
- Astute Agency- Audit and verification executive (Part time)

## Language Known

- English
- Malayalam
- Tamil
- Hindi(Read & Write)

## Specialization in MBA

- Finance
- Marketing

## ROLES AND RESPONSIBILITIES

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.

## Curriculum Project

- **Main Project:** As per the Curriculum I done the project in “THE IMPACT OF SALES PROMOTIONAL TOOLS TOWARDS BUYING BEHAVIOUR OF CUSTOMER AT ROYAL BAJAJ, KOTTAYAM”

## Extra Curricular Activities

- Participated and won prizes in sports and arts at school level.
- Participated actively in Cultural activities in school days.
- Travelling

## Key Attributes

- A Self-paced learner, highly adaptive to anything concerning finance.
- Ability to work under deadline durations and in team environments.
- Capability to learn any new technology as per the requirements and criteria using books and the Internet as guidance.
- Good Communication skills.

## References

- Dr. K. Anitha (M.Com, MBA, Ph.D)  
Associate Professor  
Hindusthan college of arts and science  
Mob:-+91 9597671616

**Declaration:**

I do here by declare that the above statements are true and correct to the best of my knowledge and belief.

Date:-

Place:-

DANIEL SAJEEV