



SAJAL SANTHOSH

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CAREER OBJECTIVE

To serve the organization with full dedication, hard work and to reach the organization to maximum heights.

WORK EXPERIENCE

- Working as Material Purchasing Assistant at **AMRITA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTER**, Kerala.
- Worked as Research Project Assistant at **AMRITA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTER**, Kerala for 2 months (2016).

SKILLS & COMPETENCIES

- Strong Inter – personal organizational skills.
- Able to cope under pressure
- Excellent communication skills
- Very meticulous and versatile
- Can work independently or as part of team
- Adaptable to any environment
- Ability to deal with people diplomatically
- Positive Attitude and Sociable
- Good presentation skills

IT SKILLS

- Tally/ Computerised Accounting
- Microsoft Word
- Microsoft Excel

- Microsoft PowerPoint
- Stenography
- Well versed internet & e-mail

EDUCATIONAL QUALIFICATIONS

Degree/Course	Institution	University/Board	CGPA/Percentage	Year of Passing
MBA (Marketing Management & Information Technology)	Albertian Institute Of Management, Kochi	Mahatma Gandhi University	60%	2016
BBA (Business Administration)	Young Men Christian College, Aluva	Mahatma Gandhi University	B/64%	2014
Marketing & Salesmanship	Gov: Vocational Higher Secondary School, Ambalamughal	Board Of Vocational Higher Secondary Examinations, Kerala	70%	2011
SSLC	Rajarshi Memorial Higher Secondary School, Kochi	Board Of Public Examinations, Kerala	63%	2009

PROJECTS

- A project study on “**CUSTOMER SATISFACTION**” with reference to **Mahindra & Mahindra Financial Services Limited**, Bangalore in 2016.
- An “**Organization Study**” in depth study on overall departments at **KITEX LTD**, Kerala in 2015.
- A study on “**Employee Welfare**” at **KKR GROUP OF COMPANIES (NIRAPARA) PVT. LTD**, Kerala in 2014.

ACHIEVEMENTS

- Awarded for displaying exemplary **Team Spirit** and succeeding in making the team **Champion** in the **Placement Training Workshop** conducted by **VERTICAL EYE** at Albertian Institute Of Management, Kochi (2015).
- Participated in the **Business Quiz** event held as part of “**VYUHA**” **National Management Meet** organized by Govt Law College, Thrissur (2015).
- Participated in **Commerce Quiz** by **Commerce Forum Ernakulam District**, associated with **London College of Business & Finance** (2012).
- Certified for **Computer Assembling** Course from **ZION™** Computer Hardware & Networking Institute at Kochi (2011).

PERSONAL PROFILE

- Name : Sajal Santhosh
- Father’s Name : Santhosh Kumar.KC
- Date of Birth : 09-01-1994
- Gender : Male
- Marital Status : Single
- Vernacular Efficiency : English, Hindi, Malayalam, Tamil, Telugu
- Holding License : Two & Four wheeler license issued by Gov. of Kerala
- Permanent Address : Puthuvalnilarthil(H), Karimughal(PO), Kochi – 682303
- Contact Address : Meyyattungal(H), Subash Chandra Bose Road, Edappally, Aims(PO), Kochi - 682041

CERTIFICATION

I, the undersigned, certify that the above statements are true to the best of my knowledge and belief.

Place: Kochi

Date:



Sajal Santhosh