

CURRICULUM VITAE

MR. SAM.T.DANIEL

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CAREER OBJECTIVES

Seeking a challenging career un Human Resource with progressive organisation which will utilise my skills, abilities and education in management while contributing to the development of the organisation. And also to make positive contribution as part of your dynamic and well reputed organisation in a position where my management, decision making and communication skills will be appreciated and enhanced.

PERSONAL INFORMATION

Gender	-	Male
Birthday	-	2 nd February 1997
Marital Status	-	Single
Nationality	-	Indian
Languages	-	English and Malayalam
Father's Name	-	Mr. Daniel T Samuel
Mother's Name	-	Mrs. Lizy Daniel

PASSPORT DETAILS

Passport Number: S3415639
Issued from: Trivandrum
Date of Issue: 23/07/2018
Date of Expiry: 22/07/2028

CAREER HISTORY

- ❖ Have an One year experienced as an Junior Accountant at Mar-Thoma Diocesan Centre and Bishop's House,Calicut.
- ❖ Have an Four years(2015,2016,2017,2018 in part-time) experienced as an VBS Leadership (Leader) at Christian Education Department of the Mar-Thoma Church.
- ❖ Co-ordinated and Lead the team for Industrial Visit during the period of degree final year.

WORKING EXPERIENCE

Company/Firm:- **MAR-THOMA DIOCESAN CENTRE**
(Kunnamkulam-Malabar Diocesan Centre & Bishop's House of
Malankara Mar-Thoma Syrian Church)

Position: As an **JUNIOR ACCOUNTANT**

Period: **1st June 2018 to 3rd June 2019**

- ❖ **Duties and Responsibilities**
 - Also handling the Cash.
 - Keeping Day Book, Dispatch Register, Bank Statement,Vouchers entry, Receipts etc
 - Recording their Transactions in the software Ha-Manahel (The Manager- A Christian church software)
 - Prepares Cash Book, Trail Balance, Ledger, Balance sheet, Bank reconciliation statement etc
 - Managing all Day-to-Day cash transactions and keeping also their manual records.

EDUCATIONAL QUALIFICATION

Course	Name of the Institution	Board of Study/ University	Year of Passing and Marks Obtained
Bachelor Of Business Administration (BBA)	Parumala Mar-Gregorious College, Valanjavattom, Thiruvalla	Mahatma Gandhi University, Kottayam	Completed. 2015-2018 Grade: B 7.19(CCPA)

INTERNSHIP EXPERIENCE

Company:- SPIN-TECH FITTINGS INDIA'S PVT.LTD
Kuttamperoor, Mannar
Alapuzha Dist-,Kerala,India

Topic: Training and Development Study

Description: I completed one month internship at Spin-Tech Fitting's India's Pvt, Ltd on 1st December 2017 to 30th December 2017.

In this project I have to understand the training and development process to the employees how can be done.

SKILLS

- Problem solving skills
- Lead the team and motivating for achieving their targeted goals.
- Decision maker
- Co-ordinating all activities
- Efficient in communicating well in writing and verbal both.

COMPUTER PROFICIENCY

- Microsoft Office
- macOS Softwares
- Good typing speed
- Able to handling the accounting softwares like Tally, Ha-Manahel etc
- Able to learn new software applications immediately.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Yours faithfully

SAM.T.DANIEL