



DANIS LISA JIMMY



+91.9539467327

danisjimmy2@gmail.com

linkedin.com/in/danis-lisa-jimmy-50648b138

ABOUT ME



Documentation Executive

Seeking a challenging and responsible position in an establishment where performance is always recognized. To be self-oriented, innovative and pursue a progressive career opportunity in a professional environment, resulting in quantum growth and success of organization and self.

EDUCATION



- **Master of Business Administration**

St. Joseph College of Engineering and Technology
APJ Abdul Kalam Technological University
Palai, Kerala

Graduated, May 2018
Marks 6.84 [CGPA]

- **Bachelor of Business Administration**

Santhigiri College of Computer Sciences
Mahatma Gandhi University
Vazhithala, Kerala

Graduated, April 2016
Marks 6.62 [CGPA]

- **Class XII**

St. Mary's H.S.S
Murickassery, Kerala

Graduated, May 2013
Marks 80 %

- **Class X**

St. Mary's H.S.S
Murickassery, Kerala

Graduated, April 2011
Marks 75 %

WORK

EXPERIENCE



August 2021 - Current


Documentation Executive

KC Overseas Education
Cochin, Kerala

June 2020 - June 2021

Office Administrator

Brand Hikerz Marketing Solutions
Mavelikkara, Kerala

 January 2019 - May 2020

Officer - Sales

Axis Bank Ltd

THIRUVALLA, Kerala

SKILLS



Creative
Emotional Intelligence
Adaptability
Punctuality & Hardworking
Team Player

COMPUTER
PROFICIENCY



Operating Systems

• Windows ●●●●

Softwares

• MS Office ●●●●

LANGUAGES



Languages

• English ●●●●
• Malayalam ●●●●

PERSONAL



Father's Name: • Mr. JIMMY JOSE

Birthday: • 16/08/1995

Gender: • Female

Marital Status: • Single

Nationality: • Indian

ADDRESS



Perumalil House
Rajapuram P.O
Idukki -
Kerala