




## Danish Davis

S/o Davis KA, Kannampilly  
House, Perambra, Thrissur,   
Kerala.

+91 7593968842 

danishdavis17@gmail.com 

To associate myself with a successful and reputed organization where I can take up a challenging job and prove myself to be an asset to the company and enhance my skills by learning and equipping myself.

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## Skills

- Good communication skills.
- Proficiency in Microsoft Word, Excel and Power Point.
- Fair knowledge of Internet.

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## Experience

2020 AUG-2020 OCT

**TELECALLING EXECUTIVE TRAINEE** at Autobhan Trucking, Bharath benz.

### Job responsibilities

- Update and enter day-to-day sale enquiries from Sales Executives.
- Collecting Post-sales feedback.
- Collecting Post-service feedback.

2020 OCT- 2021JULY

**ACCOUNTS EXECUTIVE** at Sunny Diamonds, Trivandrum.

### Job Responsibilities

- Billing with Cash management.
  - Ledger Entry posting.
  - Stock Valuation.
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## Education

#	QUALIFICATION	UNIVERSITY/ BOARD	INSTITUTION	YEAR
1	MBA in Human Resource Management	Bharathier Universtity	Lakshmi college chalakudy	2020-2022
2	B.Com specialized in computer application	Calicut university	Sahrdaya college of advanced studies	2015-2018
3	12th	Kerala	St. Mary's school	2015
4	10th	Kerala	St. Antony's school	2012

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## Academic Project

- Successfully Completed Project Work titled 'A Study on Financial Performance Analysis of Appollo Pvt Ltd, Perambra'.

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## Awards and Acknowledgements

- Secured Accounting with Tally ERP. 9.
- Participated in Management Events.
- Participated in University Art Events.
- Certificate in Yoga Course.
- Certificate in Gemological Course.

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## Personal Profile

- Date of Birth : 17-07-1996
- Nationality : Indian
- Languages Known : English, Hindi and Malayalam.

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## Declaration

I do hereby affirm that the information provided above is correct to the best of my knowledge.

Thrissur

Danish Davis.