

# SANJAY NAIR V

MASTERS OF COMMERCE IN FINANCE



To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success.

## CONTACT

- +91 8281834268
- [sanjaynair89@gmail.com](mailto:sanjaynair89@gmail.com)
- Kerala, India

## KEY SKILLS

Team Work

Communication

Analytic Skills

Leadership

Organization Skills

Hardworking

Interpersonal Ability

Detail Oriented

Quick Learner

Time Management

## COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
MS Access	★ ★ ★ ★ ★
Tally	★ ★ ★ ★ ★
Quick Book	★ ★ ★ ★ ★
Peach Tree	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★

## ACADEMIC CREDENTIALS

### MASTERS OF COMMERCE IN FINANCE | 2011 – 2013 | 59%

- Mahatma Gandhi University, Kottayam, Kerala, India

### BACHELOR OF COMMERCE | 2009 – 2011 | 48%

- Kerala University Thiruvananthapuram, Kerala, India

### HIGHER SECONDARY (Commerce) | 2008 | 65%

- Board of Higher Secondary Examination, Kerala, India
- Govt. Boys Higher Secondary School, Adoor, Kerala, India

### SSLC | 2006 | 76%

- Board of Public Examination, Kerala, India
- CBM Higher Secondary School, Noornad, Kerala, India

## CERTIFICATIONS & AWARDS

- Awarded First Class Certificate in MS Word and MS Excel
  - Presidency Computer ITI, Charummood, February 2016
- Awarded Certificate of Merit in Master of Financial Accounting (MFA)
  - G-TEC computer education, Pandalam, October 2012
- Awarded Certificate of Appreciation as Covid Care Center Volunteer District
  - Administration Pathanamthitta, Kerala, June 2020

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

## LANGUAGES

English	100%
Hindi	100%
Malayalam	100%

## INTEREST

Music Traveling  
Reading

## REFERENCE

Available upon  
request

## EXPERIENCE

- Worked as Process Associate in Flipkart Hyderabad from 1st June 2013 to 31st Dec 2015.
- Worked as Accountant in HERO Motors from 1st Jan 2016 to 31 December 2020.
- Worked as Accounts Executive in Tilak Arts and Science College, Vasi, Mumbai, from 1st Jan 2021 to 31st March 2022.

## EXTRA CURRICULAR ACTIVITIES

- Volunteered in rescue work during flood in Kerala, Aug 2018
- Volunteered in Covid relief work in Kerala, June 2020

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 04-07-1990  
Marital Status : Single  
Passport No : M8883697  
Passport Issue Date : 13/05/2015  
Passport Expiry Date : 12/05/2025  
Nationality : Indian  
Permanent Address : Pournami Nivas,  
Pallickal P.O, Noornad  
Pathanamthitta, Kerala, India  
Pin - 690504

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**SANJAY NAIR V**  
**DATE: 10/05/2023**