



SAMUEL ELIAS

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A diligent, efficient and focused Graduate Fresher in Bachelors of Business Administration and a Diploma Holder in Computer Application; with proficiency in Office, Designing and Accounting Suites along with confident Verbal and Written Communication Skills; searching for a prestigious job in a well-established Banking, Insurance or Financial Service Company for achieving its organisational goals along with gradually improving personal skills and knowledge.

EDUCATIONAL QUALIFICATIONS

- **Bachelors in Business Administration (BBA):** SAINTGITS College of Applied Science, Kottayam [M.G. University – 2013-16] - (Result awaiting).
- **BA in Psychology:** 2nd Year- Indira Gandhi National Open University- (pursuing now).
- **Diploma in Computer Application (DCA):** [Rutronix 2016] – (Result awaiting).
- **Senior Secondary School:** B.M.M Senior Secondary School, Kottayam- Commerce Stream- [CBSE] – (Completed in 2013 with 74%).
- **High School:** B.M.M English Medium School, Kottayam- [CBSE] – (Completed in 2011 with 86%).

PREVIOUS WORK EXPERIENCES

- **The Plantation Corporation of Kerala Ltd.,** HO, Kottayam [Trainee at Personnel and Administration Dept.] (April – May 2015)
- **Graphite Computers,** Kottayam- [Sales and Service Dept.] (2011-13).

PERSONAL SKILLS

- Proficiency in
 - **Office Suites** – MS Word, Excel and PowerPoint (2003 - 2016).
 - **Designing Suites** – Adobe Photoshop, InDesign (CS6, CC), LightRoom (5.2).
 - **Multimedia Editing Suites** – Adobe Premiere PRO and Audition (CS6).
 - **Accounting Suite** – Tally ERP 9.
- Computer **Hardware and Software Troubleshooting**.
- Efficient in **Analytical and Research Works**.
- Confident **Written and Verbal Communication Skill**.
- Strong **Leadership and Presentation Skill**.

ACHIEVEMENTS

- Placed in Aditya Birla Group through Campus Recruitment (2016).
- Won The Best Manager Award in Degree Level Management Competition (2013).
- Won The Best Actor Award in School Arts Fest (2012).
- Written and Directed Dramas in School and College.
- Won various Grouped and Individual School Level Commerce Competitions.

RESEARCH PROJECT WORKS

- Done an **Academic Research Project** entitled - “**The Organisational Climate and its effectiveness** with special reference to The Plantation Corporation of Kerala Limited”

HOBBIES

- **Dramaturgy** - shaping a story for a drama and directing plays
- **Cinemaniac** - Watch movies a lot, especially Drama and Mystery genres.

PERSONAL DETAILS

Age	:	21 years.
Date of Birth	:	23 rd January 1995.
Contact No	:	+91 8113 000 967
e-mail ID	:	samueleliasofficial@gmail.com
Permanent Address	:	Kakkuzhiyil House, Payyappady P.O, Kottayam- 686011.
Languages Known	:	English and Malayalam.
Driving License No	:	5/3321/2013
Nationality	:	Indian.

I do hereby declare that the above information is true to the best of my knowledge.

Samuel Elias