

DANIEL SHAJU

Kerala, Thrissur

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Professional Summary

Motivated Bachelor of Business Administration (BBA) student with a strong interest in Digital Marketing, Branding, Content Creation, Business Management, and Social Media Marketing. Hands-on experience in accounting support, inventory management, customer service, and retail operations. Skilled in maintaining financial records, managing inventory, supporting sales activities, and delivering excellent customer experiences. Eager to contribute to organizational growth while continuously expanding professional knowledge and practical business skills.

Education

Bachelor of Business Administration (BBA)

Tharananellur Arts & Science College, Kerala

2024 – 2026

Higher Secondary (Commerce)

St. Antony's Higher Secondary School, Pazhuvil

June 2022 – March 2023

Professional Experience

Accounts Assistant

IQMobileShop

Full-time—3Months

- Managed daily financial records and maintained accurate accounting entries.
- Prepared invoices and maintained transaction documentation to support business operations.
- Assisted with cash handling and account reconciliation to ensure financial accuracy.
- Supported customers in purchasing mobile phones and accessories by providing product assistance.
- Processed billing and payment transactions efficiently.
- Assisted with inventory support while maintaining organized product displays.
- Delivered high-quality customer service in a fast-paced retail environment.

Stock Management Assistant

TryloomFabrics

2Months

- Managed stock inventory and monitored product availability to support daily operations.
- Updated inventory records and maintained organized stock storage.
- Assisted with receiving, storing, and dispatching inventory efficiently.
- Supported inventory control processes to improve stock accuracy and accessibility.

Retail Sales Assistant (Part-time)

IQ Mobile Shop

1 Year

- Assisted customers with product selection and purchasing decisions.

- Supported retail sales operations while maintaining excellent customer service standards.
- Contributed to daily store operations, merchandising, and inventory management.

Skills

- Digital Marketing
- Social Media Marketing
- Search Engine Optimization (SEO)
- Google Ads
- Meta Ads Manager
- Canva Design
- Content Creation
- Branding
- Business Management
- Financial Record Management
- Invoice Preparation
- Account Reconciliation
- Inventory Management
- Customer Service
- Cash Handling
- Project Management
- Public Relations
- Teamwork
- Time Management
- Critical Thinking

Languages

- English
- Malayalam
- Tamil