



DANIAL ALAM

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EDUCATION

- MBA – FINANCE & MARKETING (2022-24) - | Pursuing | Modern Institute of Technology and Management, Bhubaneswar
- B. Com | 2018-21 | PERCENTAGE: 69.08
Ispat Autonomous College Rourkela
- XII | 2018 | PERCENTAGE: 66.16
Government Junior College, Rourkela
- X | 2016 | PERCENTAGE: 68.83
Urdu High School, Rourkela

SKILLS

- MS Office
- Accounting skills
- Billing

ACHIEVEMENTS

- Student of the year in school
- 3rd Position in school debate competition
- Reward from MLA of our area for being meritorious student
- Opportunity for Audit Firm
- 2nd Position in school essay competition
- Managing event of Retailer Meet in Relaxo footwear Limited

CERTIFICATIONS

- Excel skills for Business : Advance level from RICE Institute, Rourkela
- Tally from RICE Institute
- PGDCA from Rourkela Institute of Computer Education, Rourkela

EXECUTIVE SUMMARY

As a MBA – Finance and Accounts student, I look forward to a challenging role in the Finance & Accounts area. Seeking a long-term career in Finance and Accounts.

WORK EXPERIENCE

ORISSA ENTERPRISES, Rourkela
Accountant Intern | JUNE, 2020 – MAY, 2021

ORISSA ENTERPRISES, Rourkela
Accountant | JUNE, 2021 – MAY, 2022

NEHAL TRADING COMPANY, Rourkela
Accountant Intern | SEPTEMBER, 2023 – OCTOBER, 2023

NEHAL TRADING COMPANY, Rourkela
Accountant | NOVEMBER, 2023 – CONTINUE

Roles & Responsibilities:

- Entries in Tally Software
- Billing in Busy Software
- MIS report - Sales report, Purchase report
- Prepare day to day work
- At the end of the month prepare a monthly report for filing tax

Learning Outcomes:

- To create MIS report for better decision
- Meeting deadline
- Handle work load

EXTRA-CURRICULAR ACTIVITIES

- Co-ordinator of Sports Cell: I help students build team spirit, leadership, and flexibility, and I also help them become mentally and physically healthy
- As part of student representative, I organized public functions along with inbound and outbound for fresher
- Organised a Cricket Tournament