

# VINOOD SATHASIVAM

FREELANCE WEB DESIGN & DEVELOPER

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## ABOUT ME

I'm a final year Business Administration student, looking for an internship to build real-world experience and develop my skills in a professional setting. I'm eager to learn, adapt quickly, and contribute to a team while growing both personally and professionally.

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## EXPERIENCE

### 2010 – 2018: DATA ENTRY SPECIALIST S.SIVA AGENCY

- Processed and organized financial and client data with high accuracy, utilizing MS Office to support agency operations.
- Collaborated with team to streamline data workflows, improving efficiency.

### 2018 – 2021: FREELANCE FITNESS TRAINER SELF-EMPLOYED

- Developed personalized training plans, fostering discipline and adaptability in dynamic client interactions.
- Managed scheduling and payments, refining time management and financial tracking skills.

### 2021 – 2024: INSURANCE AGENT S.SIVA AGENCY

- Advised clients on insurance products, analyzing their financial needs to recommend suitable plans, strengthening client-facing and analytical abilities.
- Maintained accurate client records using Excel, ensuring data integrity for reporting purposes.

### 2022 – 2024: ENTREPRENEUR, MEAT BUSINESS SELF-EMPLOYED, OSCAR MEAT ENTERPRISE

- Launched and operated a small-scale meat supply business, overseeing budgeting, pricing, and sales strategies, achieving consistent revenue growth.
- Conducted market analysis to optimize product offerings, honing analytical skills applicable to financial decision-making.

### 2023 – Present: FREELANCE WEB DESIGNER & DEVELOPER SELF-EMPLOYED

- Designed and developed a responsive website for Aarohi project using WordPress, Elementor, and HTML/CSS, enhancing client's digital presence.
- Managed project timelines and client communications, demonstrating organization and problem-solving skills transferable to finance environments.

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## EDUCATION

2022 – 2025: **BACHELOR OF BUSINESS ADMINISTRATION (MAJOR IN FINANCE) – FINALYEAR**  
UNITAR INTERNATIONAL UNIVERSITY

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## EXPERTISE

<b>Finance Related</b>	Microsoft Excel (Data Analysis, Spreadsheets) Financial Analysis Budgeting
<b>Technical</b>	WordPress Elementor Bricks Builder HTML, CSS Canva Adobe Illustrator (Basic) MS Office (Word, PowerPoint)
<b>Soft Skills</b>	Analytical Thinking Problem-Solving Time Management Communication Client Relationship Management

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## REFERENCE

**S.SIVA**  
S.SIVA AGENCY

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**KUMARAN**  
AARROHI GLOBAL VENTURE (WEBSITE CLIENT)

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## EMERGENCY CONTACTS

**SHALINI MAGANATHAN**  
DIGITAL CONTENT CREATOR (WIFE)

**PHONE:** 016 8428947

**SHAMNI SATHASIVAM**  
LEGAL ADVISOR, STANDARD CHARTERED BANK

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