

DEEPA CHANDRAN J



CONTACT

DEEPALAYAM
EDAVATTAM
CHIRAKKARA PO
KALLUVATHUKKAL
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PERSONAL DETAILS

Date of Birth : 07-07-1993
Marital Status : MARRIED
Nationality : INDIAN
Passport : N9531674
Place : SHARJAH UAE
DATE OF ISSUE : 09-06-2016
DATE OF EXPIRY : 08-06-2026
VISA STATUS : FAMILY VISA

SKILLS

MS OFFICE
EXCEL
TALLY

LANGUAGES

English : Read, Write, Speak
Hindi : Read, Write, Speak
Malayalam : Read, Write, Speak
Tamil : Speak

OBJECTIVE

Seeking a suitable position where my academic qualification would be fully utilized in a career opportunity and where making a significant contribution to the success of my employer will gain me career advancement opportunities

EDUCATION

FATIMA MATA NATIONAL COLLEGE KOLLAM

2016
Mcom FINANCE
73%

MMNSS COLLEGE KOTTIYAM

2014
Bcom COMPUTER APPLICATION
93%

ASHSS PARIPALLY

2011
PLUS TWO COMMERCE
93%

EXPERIENCE

SARATHY AUTOCARS KOLLAM

2015 - 2016
OFFICE ASSISTANT
01 year experience in SARATHY AUTOCARS KOLLAM as an Office Assistant (Part Time)

DUTIES AND RESPONSIBILITIES

Greeting visitors, helping them navigate through an office and supplying them with refreshments as they wait

Doing administrative and clerical tasks (such as scanning or printing)

Preparing and editing letters, reports, memos, and emails

Arranging meetings, appointments, and executive travel

Answering phone calls and taking messages

Maintaining folders on servers

Recording meeting minutes

Liaising with teams and units

Tracking petty cash

Covering reception

INTERESTS

Travelling

Reading

Listening Music

SKILLS AND ATTRIBUTES

Excellent time management

Ability to work in a multicultural environment

Considerable learning speed in all aspects

Excellent communication skills

Willingness to learn

Computer skills

Positive attitude

DECLARATION

I hereby declare that all details provided above are true to the best of my knowledge and belief and that all the time, I shall carry myself in a manner that lends dignity to the organization and worthy enough of the person.