

DEEPAK C CHANDRAN



Dedicated and skilled professional with over 10 years of experience in the Banking sector, office administration and marketing sector, demonstrating strong leadership, multitasking abilities, and a deep commitment to driving business success. Proven track record of developing and maintaining strong relationships with clients, suppliers, and stakeholders. Possesses a keen ability to monitor market trends, identify business opportunities, and execute promotional strategies that increase brand awareness. Known for exceptional organizational skills, quick learning, and the ability to manage multiple tasks simultaneously in fast-paced environments.

EDUCATION

BACHELOR OF COMMERCE (B.Com)
Kerala | India

PLUS TWO
Higher Secondary Education Kerala | India

SSLC
Board of Examination Kerala | India

CERTIFICATION

- Diploma in Civil Engineering**
(Al Noor ITC Vadanappally)
- AutoCAD**

KEY SKILLS

- Office Management**
- Scheduling**
- Document Filing**
- Cash handling**
- Customer Support**
- Fraud Detection**
- Cash Transferring**
- Anti Money launrdring**
- Brand Awareness**
- Client Satisfaction**
- Strong Communication**

EXPERIENCE

CASHIER AND ADMIN **2022 – 2024**
AWAFI TRADINGS | QATAR

- Manage daily office operations, including scheduling, correspondence, and document filing.
- Cash Handling and Cash Transactions
- Coordinate marketing campaigns, including digital marketing, promotions, and events.
- Develop and maintain relationships with suppliers, clients, and stakeholders.
- Prepare marketing materials, presentations, and reports to support sales activities.
- Monitor market trends and competitor activities to identify new business opportunities.
- Assist in the creation and execution of promotional strategies to increase brand awareness.

TELLER AND CASHIER **2018 – 2022**
ESAF BANK KERALA | India

- Cash handling, process cash withdrawal and Cash Transfer .
- Customer Relationship, Target achieving and cashing checks
- Developed and executed marketing strategies to promote banking products and services.
- Collaborated with the sales team to align marketing initiatives with business goals.
- Monitored and reported on the effectiveness of marketing campaigns and initiatives.

SOFTWARE SKILLS

- MS Excel

PASSPORT DETAILS

Passport No : X8961043
Date of Issue : 27/04/2023
Date of Expiry : 26/04/2033
Place of Issue : Doha

CASHIER AND RECEPTIONIST
SANDRAS INN DUBAI | UAE
2014 – 2018

- Greet visitors, answer phone calls, and handle inquiries professionally and efficiently.
- Manage office supplies, maintain filing systems, and ensure the smooth operation of day-to-day administrative tasks.
- Schedule appointments, meetings, and coordinate conference room bookings.
- Prepare and distribute internal communications, emails, and memos.
- Assist in the preparation, organization, and filing of documents, contracts, and reports.
- Ensure proper visitor registration and security compliance.
- Maintain accurate records of office expenses, employee attendance, and inventory management.
- Address client or visitor concerns and direct them to the appropriate departments.
- Handle petty cash, process invoices, and assist with financial documentation as required.

PERSONAL DETAILS

Address : Chettipparan House, Manathala Beach
Chavakkad, Thrissur, Pin: 680506, Kerala, India
Nationality : Indian
Date of Birth : 25/11/1992
Gender : Male

DECLARATION

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per this knowledge and hold the responsibility for the correctness of the above-mentioned information.

DEEPAK C CHANDRAN