Deepam  
[Deepam.350713@2freemail.com](mailto:Deepam.350713@2freemail.com)

**OBJECTIVE**

Seeking a challenging opportunity and growth oriented career to enhance my skills and to excel. Achieve greater heights in the career, through commitment, learning and significant contribution to the organization’s success.

**CAREER SNAPSHOT**

* Highly developed interpersonal skills.
* Multi-tasking with good concentration
* Self-motivated with the ability to coordinate daily office functions
* Knowledge of computer operation
* People Management skills.
* Positive Attitude
* Willing to learn functions and responsibilities

**ACADEMIC PROFILE**

* B.COM DEVAMATHA COLLEGE, PAISAKKARY, KANNUR UNIVERSITY
* PLUS TWO ST.SEBASTIANS H.S.S VELIMANAM
* S.S.L.C ST. THOMAS H.S KILIYANTHARA

**TECHNICAL EXPERTISE**

* Tally ERP in SREE SANKARACHARYA INSTITIUTION, IRITTY, Kannur (2013-2014)
* JCHNP’ (HARDWARE & NETWORKING COURSE) in JETKING INFO TRAIN, MYSORE (2007-2008)

**EXPERIENCE**

***APPOLLO BGS HOSPITALS MYSORE, KARNATAKA, INDIA***

**Ward Secretary 16th December 2008 to 15th January 2010.**

* Responsible for smooth functioning of the ward and effective coordination with unit.
* Scheduling appointments, billing patients and compiling and recording
* Checking inpatients files daily
* Duties of record keeping, maintaining stocks, keeping accounts and handling emergencies
* Maintaining discharge procedure and filing inpatients records and outpatients records in correct manner and submitting to MRD department

***RELAINCE COMMUNICATION INFRA STRUCTURE, CHENNAI, INDIA***

**Customer Support Executive, Technical Support Executive 15th June 2010 to 2nd April 2013.**

* Senior executive in complaint desk, technical support in technical Help desk.
* Giving new updates, providing feedback, also application training to new reps
* Resolving the customer queries and complaints for the pre paid customers
* Handling the escalation calls
* Working with a telecoms industry in service and resolving the customer queries.

*SMART FASHION LLC ALAIN*

*Accountant Assistant*

* *PREPARE AND VERIFY DAILY REPORT*
* *PREPARE INCOME \ SALES DETAILS AN DEPOSITS*
* *PREPARE AUTHORIZED REFUND VOUCHERS*
* *UNDERTAKING CLERICAL TASKS SUCH AS FILING, BARCODING*
* *CALCULATING AND CHECKING ,AMOUNTS AND RECORDS ARE CORRECT*
* *MANAGING PETTY CASH TRANSACTIONS AND BOOK KEEPING*

**PERSONAL PROFILE**

Date of Birth : 03/02/1987

Languages Known : English, Kannada and Malayalam Hindi & Tamil

Sex : Female

Marital status : Married

Nationality : Indian

Religion : Hindu

Hobbies : Listening Music

**ABOUT MYSELF**

As I believe HARD WORK is the key to SUCCESS and CHARACTER to PERSONALITY. I always keep myself Proactive, Industrious and Good-natured.

**DECLARATION**

I declare that the information and facts stated herein above are correct to the best of my knowledge and belief.