

**Deepthi**

**Deepthi.361492@2freemail.com**

**Visa Status – Husband Visa**

**Curriculum Vitae**

**Career Objectives**

Seeking a job which I can utilize my skills and abilities.

**Area of interest to work**

* Admin/Customer Relation/Front Office / Social Worker-Counseling

**Generic Skills**

* Counseling \* Time Management \* Leadership\*

**Academic Chronicle**

* Bachelor of Commerce - 2002
* Master of Social Work – 2006
* P.G. Diploma in Psychological Counseling -2008

**Computer Skills**

* Basic Languages, M.S Word. M.S Excel

**Languages Known**

* English, Hindi, Tamil & Malayalam

**Job Experience**

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| --- | --- | --- | --- | --- |
| **Location** | **Name of Institution** | **Designation** | **Period** | **Duties** |
| **Gulf: UAE**  | Al Bader Money Exchange – Abu Dhabi | Executive | Sept-2008 To Nov-2010 (2.3year ) | Customer Relation, Money transactions/ cashier/WPS etc. |
| Life Line Hospital - Mussafah | Customer Care | Feb-2014 To Aug 2016 (2.6 year) | Customer Care, Attend calls & appointment, administrative dealing with patients etc. |
| **INDIA** | Service Co-operative Bank | Accounts Trainee | Feb-2003 To Aug-2003 (7months) | Bank Transactions |
| Jawahar KSTP Project | Accounts & Documentation in charge | Oct-2003 To May-2004 (8 months) | Preparing day book, dealing cash, passing entries, maintain ledgers, Documentation etc. |
| Jawahar De-addiction center- Prevention and Management of HIV/AIDS/ Family Counseling Centre | Counselor/Social Worker/Service Provider | May-2006 To Sept-2008 (2.4year) | Organizing educational, public awareness programs, taking classes, medical camps and Counseling to patients & Reports to Management with strict Confidentiality |
| Government District Hospital -(ICTC) Kottayam -Kerala | Counselor/Social Worker (Temp) | April-2013 To Sept-2013 (6months) |

**Personal Details**

Date of Birth : 21.05.1980

Gender : Female

Nationality : Indian

Marital Status : Married

Issued & Expired date : 02/04/2012 to 01/04/2022

**Declaration**

 I here by declare that the above informations are correct to the best of my knowledge. Any mistakes in the

 above will be subjected to me only.

***Thanks***