**CURRICULAM VITAE**

 

**DEEPIKA**

**DEEPIKA.366514@2freemail.com**

**Objective**:

To seek experience in a dynamic environment where my knowledge can be enriched. Looking forward an opportunity where I can develop my communication skills and implementing to my skills.

**Academic Qualification**:

S.Y.Bcom

2003-2004: Higher Secondary Certificate, Maharashtra

2000-2001: Secondary School Certificate, Maharashtra.

**Additional Qualifications:**

**Computer Skills:**

* Basic Computer Applications (Microsoft Office)
* Html, Dhtml, FrontPage, Flash.

**Communication Skills:**

* Able to read, write and speak fluent English, Hindi and Marathi.

**Strengths:**

* Competitive analytical skills.
* Excellent communication and interpersonal skills.
* Fast learner and ability to function as a team player and alternatively work independently to achieve objectives**.**

**Work Experience:**

**Wellspring Healthcare Pvt Ltd, Mumbai (4th April 2016 – 31st March 2017)**

* Working as Senior Customer Service Executive

**Tata Business Support Services Ltd., Mumbai (27th Dec 2014 – 1st Feb 2016)**

* Working as Customer Service Associate in Pre-sales for Vijay Group

**United Technology & Trading Co., Dubai (Sept 2011 – April 2012)**

* Working as Office Assisstant
* Handling Calls, Billing
* Preparing Quotations

**Cybersites India Technologies Pvt Ltd, Mumbai (15th Jan 2007 – 1st Dec 2014)**

* Working as Senior Marketing Executive
* Attending customer queries and providing assistance accordingly via email and calls.
* Assigning jobs to colleagues
* Checking payments & payment related issues
* Handling billing

**Hobbies And Interests:**

* Making friends
* Reading books
* Listening music
* And travelling extensively.

Dated: 29th January 2017