

DEEPIKA

29/3 Natraj gounder layout, Othakkalmandapam Coimbatore.

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Objective

I am seeking employment with a company where I can grow professionally and personally.

Education

DR. V. GENGUSWAMY NAIDU MATRIC HIGHER SECONDARY SCHOOL

SSLC
2015 — 94.4%

DR. V. GENGUSWAMY NAIDU MATRIC HIGHER SECONDARY SCHOOL

HSC
2017 — 85.25

NIRMALA COLLEGE FOR WOMEN

BCOMPA
2020 — 66.7%

BHARATHIYAR UNIVERSITY

(Distance education)

MCOM
2022 — 65%

Experience

KARPAGAM MEDICAL COLLEGE AND HOSPITAL

Feb 2021 - May 2023

OFFICE ASSISTANT

- Interview patients for case histories prior to appointments
- Schedule and coordinate appointments
- Use medical software to support all transactions
- Answer patients queries and ensure quality customer service
- Ensure compliance with procedures of management and patients.
- Support office with administrative and secretarial tasks

Projects

INTERNSHIP

- SIVAMANI AND CO ASSOCIATES
- Organized client tax documents to ensure quick preparation of tax returns.
- Prepared and client letters explaining when tax is due and what documents were needed.

Skills

- Research
- Communication
- Time management
- Team work
- Writting

Language

Tamil (both write and speak) , English (both write and speak) , Hindi (write)

strength

Taking initiative, Punctuality, Teamwork

weakness

Self criticism, Over thinking