

M.Deepak

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Objective

To deliver the full potential work with cent percent accuracy in higher standard is my goal. As an office admin, I'd like to act as backbone, make sure everything runs smoothly, in an organisation.

Experience

- Physics Teacher and Coordinator** 2019 - 2023
Free lancer Teacher
In my experience, I mostly handle the higher grade students, motivate them, in terms of academically as well as morally to succeed in life and their subjects with flying colours.

Education

Course / Degree	School / University	Grade / Score	Year
Msc Physics	Manonmaniam sundaranar university	72	2019
Bsc Physics	Government Arts college	70	2017
Hsc	Ponnu Matriculation higher secondary school	89	2014
SSLC	Ponnu Matriculation higher secondary school	89	2012
Typewriting senior level	Directorate of Technical Education- Tamilnadu Government	Distinction	2021

Skills

- Typing skill- higher grade in English
- Coordination and Communication Problem solving Handling visitors and guests
- Excel Time management Adaptability Attention to details
- Social awareness
- Innovative thinking and team player
- Management skills Friendly face with all team members Interested to handle budget and finance of office

Projects

- Cloudy in soft net**
Studied about this software as most of the shop are using this software for Keeping their stock of shop supplies, and placing order when necessary.
- Envoy software**
I am currently learning this software, as it helps to manage the visitors, employees, and workplace of office effectively