## DEEPAK .S

# A C C O U N T A N T A N D A D M I N I S T R A T I V E A S S I S T A N T

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## PROFILE

To seek a career opportunity where I can effectively contribute my skills by applying any knowledge and to synchronize my personal growth with that of the organisation.

### SKILLS

- Ms office, Export, Import, Banking,
  Finance and Accounting.
- Exceptional communication amd networking skills.
- Successful working in a team environment and as well as independently.
- The ability to work under pressure and multi task.
- The ability to follow instructions and deliver quality results.

# EXPERIENCE

#### **VODAFONE COMPANY**

Tudiyalur, Coimbatore 2019 - present

- Sales
- Administration works
- Accounts

#### **TEXMO**

GN mills, Coimbatore 2020 - present

- Stock maintanance
- Administration work
- Data entries

### BACHELOR OF COMMERCE

EDUCATION

SNS - Coimbatore

### 12TH STD

2016 - 2019

Sri.A.Ramasamy Matriculation Higher Secondary School.

2014 - 2016

#### **ASIAN PAINTS**

Kavundampalayam, Coimbatore 2021 - 2022

- Sales and billing
- Administration work
- Accounts