

DEEPA P

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OBJECTIVE

To apply the knowledge that I have accumulated from the practical experience and training offered in grad school, to achieve advanced skills applied in industry, and to acquire knowledge about business planning and analysis.

✓ KEY SKILLS

- ✓ Good Communication Skills
- ✓ Team Worker
- ✓ Fast Learner
- ✓ Operations Management
- ✓ Judgment and Problem Solving
- ✓ Leadership
- ✓ Planning and Organizing

✓ EDUCATION

- ✓ Sri Muthukumaran Arts & Science college, India- 2008-2011
- ✓ B.Sc Computer Science – 72.4%
- ✓ Arul Migu Meenakshi Amman Hsc, Chennai, India – 2007– 2008
- ✓ HSC- 68%

✓ EXPERIENCE

COMPANY	POSITION	Duration	ROLES/DUTIES
Fullerton India Credit Company.Ltd	Customer Service Executive	1 year	<i>Building relation with the customers</i>
Reliance BPO. Ltd	Customer Service Executive	1 year	<i>Building relation with the customers</i>
Justdial Ltd	Relationship Manager	5year – current	<i>Assigning the team to achieve the targets on time. Building up a bridge with the client, leading my team members.</i>

✓ EXPERTISE OF PROFESSIONAL CAREER

- ✓ Ability to stretch and deliver under pressure in any dynamic situation.
- ✓ Ability to Multi Task.
- ✓ Effective communicator, team leader, versatility, combined with flexible & detail oriented attitude.
- ✓ Skills in Public speaking, creating a climate of enthusiasm, teamwork and cooperation.
- ✓ Handling detail work and holding job accountability. Project handling / design and perfection.
- ✓ Ability to interact effectively with people at different levels & also with diverse nationalities.

✓ **SOFTWARE SKILL**

- Advanced skill on Microsoft word and excel
 - Proficient in Windows and Macintosh OS.
 - Basic Understanding on Cloud Computing, Storage transfer and networking.
- Advance in Internet / E-mail operations.

✓ **LANGUAGE**

- ✓ English (Fluent: Reading, Speaking, Writing)
- ✓ Tamil (Fluent: Reading, Speaking, Writing)
- ✓ Telugu (Fluent: Speaking)

✓ **EXTRA/CO-CURRICULAR ACHIEVEMENTS**

- Won best script making for a short film in college.
 - Won several Athletic Events Annual School Athletic Sports Meet.
 - Won Prizes in both Group and Individual Competitions.
 - Won School level Coco.
 - Active Participant in Debate.
- **INTERESTS**
- Landscape Photography
 - Script Writing
 - Travel
 - Filming
 - Fitness
 - Gadgets

ACKNOWLEDGMENT

I, Deepa P do hereby confirm that the information given above is true to the best of my knowledge.

Place: Chennai

Date:

Signature

Deepa .P