

# DEEPAK KUMAR KANAGARAJ

## CONTACT

**Address:** No 4 West Market Street  
Saravana Finance Upper Floor  
Singanallur, Coimbatore – 641005  
Tamil Nadu, India  
**Phone:** (+91) 9597695892  
**Email:** [ar.deepak26@gmail.com](mailto:ar.deepak26@gmail.com)

## EDUCATION

**Bachelor of Arts:** English  
Literature, Expected in 12/2021  
**Bharathiyar University** –  
Coimbatore, Tamil Nadu

**Diploma of Higher Education:**  
Architectural Assistantship,  
04/2015  
**The Salem Polytechnic College** –  
Salem, Tamil Nadu

## SKILLS

- Marketing and Strong communication skills
- Highly responsible and reliable
- Staff training
- Multidisciplinary teamwork
- Extensive hospitality background
- Quality assurance within give time
- Project management

## PROFESSIONAL SKILLS

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Office
- AutoCAD
- ArchiCAD
- Adobe

## PROFESSIONAL SUMMARY

Highly experienced Horse Riding Instructor, using expertise in horse care and handling to offer safe, supportive lessons targeted at bespoke student needs. Communicating effectively for optimised customer enjoyment and safety, enabling consistent development in confident horsemanship. Enthusiastic in learning different skills, providing a positive, can-do attitude to all tasks for optimised team progress and enhanced customer experiences. Experienced in human resources and customer service. Dedicated team player, proactive and hands-on, ensuring task completion. Committed to manage large teams and provide fast and personalised feedback.

## WORK HISTORY

**Horse Riding Instructor** | 04/2016 to CURRENT  
Equine dreams - Coimbatore, Tamil Nadu

- Maintained optimised health and wellbeing of horses throughout lessons, bandaging and performing basic equine first aid as required.
- Provided a warm welcome to students, effectively matching height and weight to suitable horses ready for lessons.
- Developed student confidence and competence in horsemanship skills, including horse care and equine behaviour as part of riding programmes.
- Planned and delivered lessons teaching various techniques such as dressage and showjumping.

**Personal Assistant** | 11/2019 to 04/2021  
Toddlers Teeth Dental Clinic - Coimbatore, Tamil Nadu

- Developed better holistic care offerings through a clean, hygienic environment, maintained sensitive information confidentiality, maximising positive patient outcomes.
- Facilitated smooth service operations by reporting and documenting all care management activities in Clinician software.
- Planned, managed and promoted 7 healthcare events to strengthen relationships with customers and suppliers stakeholders, increasing referral rate by 40%.

## LANGUAGES

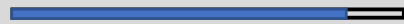
**Malayalam:** Native language

**English:**



Advanced

**Tamil:**



Advanced

## REFERENCE

Available on request.

- Ensured the highest clinical standards through using high-quality equipment, achieving record patient satisfaction ratings.
- Built positive, professional relationships with children and family members, providing a safe, trusting care environment.

### **Customer Relationship Executive** | 08/2018 to 10/2019 HDFC - Coimbatore, Tamil Nadu

- Maintained excellent working knowledge of industry trends and offer impeccable support to end-users.
- Resolved customer queries through effective communication and providing a step-by-step solution.
- Achieved high sales revenue with a value-focused customer service approach.
- Resolved problems with high-profile customers to maintain relationships and increase return customer base.

### **Executive Supervisor** | 08/2016 to 03/2017 Digitization of Property Tax Under Coimbatore Corporation - Coimbatore, Tamil Nadu

- Inspected properties first-hand, collected measurements and reviewed historical documents to complete thorough evaluations.
- Provided property owners with timely notices detailing assessment findings and tax calculations.
- Inspected new and existing properties and noted distinctive details.

### **Site Supervisor** | 06/2015 to 08/2016 Interior Wizard - Coimbatore, Tamil Nadu

- Managed safety and security of location to prevent intrusion, criminal activity, vandalism and injuries to workers.
- Oversaw daily operations at the 2 different site, keeping team production moving at an optimal pace.
- Maintained thorough records of day-to-day site operations for comprehensive future reference.
- Carried out regular quality inspections, ensuring work met required standards set by project briefs.
- Coordinated site deliveries, making sure necessary equipment and materials were in good supply.