



CONTACT

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971525024645

House 1 Alnahda Sharjah UAE

DEEPA CHANDRAN SREEJITH

SKILLS

MS Office (Word, Excel, PowerPoint)

Tally (Basic Accounting & Entries)

Microsoft Excel (Basic formulas, data entry, reports)

Office Administration and Record Keeping

Good communication and organizational skills

LANGUAGES

English - Read, Write, Speak

Hindi - Read, Write, Speak

Malayalam - Read, Write, Speak

OBJECTIVE

M.Com Finance graduate with 1 year of part-time office assistant experience, returning to the workforce after a career break. Seeking an office/accounts assistant role to apply my skills in Tally, Excel, and MS Office while contributing effectively to organizational goals.

PERSONAL DETAILS

Date of Birth : 07 July 1993

Marital Status : MARRIED

Nationality : INDIAN

Passport : I0705864

Date of Issue : 22/08/2025

Date of Expiry : 21/08/2035

Visa Status : Residential

EDUCATION

Fatima Mata National College

2016

Mcom Finance
73%

MMNSS College Kottiyam

2014

Bcom with Computer Application
93%

ASHSS Parippally

2011

Plus Two Commerce
93%

EXPERIENCE

SARATHY AUTOCARS KOLLAM

2015 - 2016

Office Assistant
Office Assistant (Part-Time) – 1 Year
Experienced in clerical tasks, data entry, customer support, and office coordination. Strong organizational and communication skills.

INTERESTS

- Reading finance and business articles
- Learning new software and digital tools
- Organizing and planning
- Traveling and exploring cultures
- Cooking / Creative activities

SKILLS AND ATTRIBUTES

- Excellent time management
- Ability to work in multicultural environments
- Positive Attitude
- Willingness to learn

DECLARATION

- I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Sharjah
Deepa Chandran Sreejith