



Deepthi K Chandran

Damascus street, Qusais 2
0543193586 | deepthipra31@gmail.com

Objective

Dedicated and detail- oriented accounting clerk with 5years experience in managing financial transactions, reconciling accounts and preparing accurate reports. Proficient in Microsoft Office Suit, Excel and Accounting Principles.

Experience

- **Accounting Clerk** May 2019 - May 2025
Viswadeepthi Multistate Agri Co-Operative Society, Thrissur-Kerala
 - Financial record keeping
 - Clerical duties
 - Running Accounting software programs.
 - Database maintenance
- **Customer Relation Manager** Feb 2012 - May 2014
TVS Sundaram Motors, Chennai
 - Building and Maintaining relationships with customer
 - Collecting service Feedbacks from Customer
 - Problem Solving
- **Office Clerk** Nov 2008 - Feb 2011
Friends Track Tours and Travels, Chennai
 - Answered phones and performed clerical duties
 - Created and Maintained spreadsheets using Excel
 - Customer support

Education

- **Calicut University** 2003-2006
Bachelor Of Science
- **Institution Of Airlines & Travel Agencies** 2008
Air Ticketing Diploma
- **State Co-Operative Union** 2011
Diploma In Co-operation

Skills

- Ethical integrity
- Communication
- Decision making prowess
- Customer service orientation
- Time & Team management
- Office equipment usage
- Advanced MS Office & Tally Suite knowledge
- Internet Browsing

Languages

- English- Fluent
- Malayalam -Fluent
- Tamil Fluent
- Hindi -Basic

Personal Details

- Date of Birth : 01-12-1985
- Marital Status : Married
- Nationality : Indian

Additional Information

Passport Num: C4845569
Date of Issue : 22-11-2024
Date of Expiry : 21-11-2034