

DEEPTHI SREENIVASAN

Admin/HR assistant/Receptionist

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Education

2018-06 - 2020-04	Masters in Electronics <i>Don Bosco College, Thrissur, Kerala</i>
2015-06 - 2018-04	Bachelor of Science: Electronics <i>IHRD College, Vadakkenchery, Kerala</i>
2013-06 - 2015-03	Plus Two <i>Govt. Higher secondary school, Palakkad, Kerala</i>
2012-06 - 2013-03	SSLC <i>CFD VHSS Mathur, Palakkad, Kerala</i>

Accomplishments

Achieved an academic project by completing a gas leakage detection system with accuracy and efficiency. This project deals with a low-cost, simple and user-friendly method to avoid disasters caused by gas leakage.

Software Knowledge

- MS Office
- Java
- C++
- VB

Languages

- English
- Malayalam
- Hindi



Contact

Address

Umm Al Quwain, UAE

Phone

+971525136964

E-mail

deepthis253@gmail.com

Skills

Teamwork & collaboration
●●●●●
Excellent

Problem-solving
●●●●●
Excellent

Data entry
●●●●●
Excellent

Active listening
●●●●●
Excellent

Multi-tasking
●●●●●
Excellent

Personal Details

- Nationality – Indian
- Date of Birth – 20th Feb 1997
- Marital Status - Married
- Visa Status - Husband visa
- Passport No - U7554633