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| **RESUME** |
| C:\Users\Shanus' Geethu\Pictures\1921.jpgName: **DEEPTHY DAS M**Email: deepthy.mdas1997@gmail.comMobile:+971521329427 **PRESENT ADDRESS**Building No : 135AL Gulaya, Sharq AreaSharjah**PERMANENT ADDRESS**R.T. House, Puthiyathura Puthiyathura P.O, Trivandrum, Kerala, India, Pin- 695526**PERSONAL DETAILS**Date Of Birth : 19-10-1997Sex : FemaleNationality : Indian**LANGUAGES KNOWN**English : Read, Speak, WriteMalayalam : Read, Speak, WriteHindi : Read, writeLatin : Read, Write.Tamil : Speak**VISA STATUS**Visiting Visa (valid till Feb 2022)**DRIVING LICENSE**INDIA**PASSPORT DETAILS**Passport No : **U 8638960**Place of issue : **Trivandrum**Date of issue : **19/01/2021**Date of expire : **18/01/2031****Blood Group : B+ve****HOBBIES AND INTERESTS**Driving, Travelling, Listening Music, Reading Books, Solving Puzzles & Cooking.  | **JOB EXPERIENCE****Front office receptionist** at NAFAS FOODS AND CHEMICALS TRADING PVT LTD (April 2020 to Oct 2021) **Company Details**: OFFICE NO: 433, LEVEL 4, A WING, DYNASTY BUSINESS PARK, ANDHERI KURAL ROAD, ANDHREI EAST, MUMBAI, MAHARASHTRA, INDIA – 400059. **Job Responsibilities** * Serve visitors by greeting, welcoming, and directing them appropriately.
* Notifies company personnel of visitor arrival.
* Maintains security and telecommunication system.
* Informs visitors by answering or referring inquiries.
* Directs visitors by maintaining employee and department directories.

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**ACADEMIC**

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| QUALIFICATION | **YEAR OF PASSING** | BOARD/UNIVERSITY | INSTITUTE | PERCENTAGE |
| M.Sc. Statistics  | 2020 | Fisheries University  | Kerala University of Fisheries and Ocean Studies, Kochi, Kerala | 78% |
| B.Sc. Mathematics | 2018 | Kerala University | St. Xavier’s College Thumba , Kerala | 72% |
| PLUS TWO  | 2015 | Board of Higher Secondary Examination | Leo xiii HSS Pulluvila | 89% |
| SSLC  | 2013 | State Board of Kerala | St. Helen’s GHSS Lourdupuram | 87% |

**ATTENDING SEMINAR**

* Participated in the two day national workshop on **“ DATA SCIENCE”** during February 7th -8th ,2020 at the Department of Statistics, Cochin University of Science and Technology, Cochin, Kerala.

**PROJECTS UNDERTAKEN**

* I have done a project report on **“Comparative Study on Domestic and Foreign Tourists Service Experience in Kovalam”**.

**TECHNICAL SKILLS**

* SPSS . (Statistical Package for the Social Science)
* R . ( Programming Language)
* Proficiency in MS Excell
* Proficiency in MS Office. (Word, Powerpoint).
* E-Mailing tools-MS Outlook, Windows Outlook, and Google.

**KEY AREAS & STRENGTHS**

* Leadership & co-ordination quality.
* Quick Learner and can solve problems.
* Working in-group & independently with excellent communication skills.
* Good Listener before I take any decision.
* Managerial Skills- With Team and Managers.

**REFERENCE**

* Available upon request.

**DECLARATION**

 I consider myself familiar with usage of statistical tools especially handling MS Excel. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

**23/10/2021**  **DEEPTHY DAS M**

**Sharjah**