

**DEEPA SANDEESH**  
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## **Objective**

To obtain a challenging position in a reputed organization where I can demonstrate my skills and abilities to the benefit of the company and meet the company's goals and ambitions as well as having self-satisfaction and improvement in a competitive and healthy environment.

## **Professional Summary**

Experienced manager looking for a challenging position. Seven years of experience as Manager, Administrator & an Employee Trainer. With a reputation for delivering high quality and personal service to my work, I possess plenty of initiative and a great desire to contribute to the ongoing success of any office. Apart from being highly organized, I believe my strong background and experience in a customer focused environment makes me a great asset for your organization. Currently looking for an Office Administrator role where I can join a dedicated team and continue to grow professionally.

## **Experience Summary**

1. **Ahalia Hospital, Musaffah , Abu Dhabi**  
**Duration: From August 2019 to October 2019**  
**Position : Customer Service Executive**  
**Job profile**

- Interacting and guiding the patients to the right department.
- Coordinating and multitasking job duties in a busy environment.
- Checking the eligibility of Insurance cards.
- Gathering details, making appointments and invoicing.

2. **St Mary's Public School, Kollam**  
**Duration: From November 2014 to May 2016.**  
**Position – Administrator**  
**Job profile**

- Review and observe current teaching methods and learning materials as needed for areas of improvement
- Work with teachers and necessary staff to establish and uphold curriculum and performance goals and standards.

- Approve job postings, hire, interview and on board new teachers and additional staff members as they join the team.
- Meet with parents and work with teachers during scheduled conferences to review school policies, educational activities/events and student performance.

### **3- Glosoft Technologies Private LTD, INDIA**

**Duration: From June 2009 to June 2014.**

**Position – Manager & Employee Trainer**

#### **Job profile**

- Scheduling training sessions to minimize disruption to normal working.
- Critically examining the trainees' understanding and progress and making necessary adjustments to the program.
- Deliver new hire training and other departmental training programs; provide creative, effective classroom instruction throughout the organization.
- Monitor and report training progress of new and existing trainees and inform management.
- Contribute to the overall success by identifying ways to continuously improve the learning process

#### **Academic Qualifications**

- **Master of Technology (M.Tech) in Computer and Information Science** from **TKM Institute of Technology, Karuvelil, Kerala, INDIA. (2014)**
- **Bachelor of Technology (B-Tech) in Information Technology** from **college of Engineering, Karunagappally, Kerala, india (2012).**
- **Plus Two** , Kerala, India (2007).
- **S.S.L.C** Board of Examinations (2005), Kerala, India.

### **Conferences**

- National conference conducted at Chendu College of Engineering and Technology (BOTICS'14) on Image Processing.
- NCFIT- National Conference on Future Information Technology conducted at St. Xavier's Catholic College of Engineering.
- NATCOM'13- National Conference on Advanced Technologies in Computer Science.

### **Publications**

IJISSET – International Journal Of Innovative Science, Engineering And Technology, Volume 1 Issue 2, April 2014

IJERT - International Journal Of Engineering Research & Technology, ARISE'14 Conference Proceedings.

### **Skills**

#### **Language Skills**

English - IELTS SCORE 7( Academic),Hindi, Tamil & Malayalam

#### **Technical Skills**

MS Word, Excel, Power point, C, C++,Java,HTML,PHP,SQL,DBMS,Java script, CSS, CCNA

#### **Soft Skills**

Team Player, Adaptability, Strong work ethic, Problem solving

### **Personnel Information**

|                 |   |                          |
|-----------------|---|--------------------------|
| Passport Number | : | P 0247216                |
| Date of Birth   | : | 8 <sup>th</sup> Nov 1988 |
| Marital Status  | : | Married                  |
| Nationality     | : | Indian                   |
| Visa status     | : | Husband visa             |

### **Declaration**

I hereby declare that the above mentioned details are true in the best of my knowledge and belief

**PLACE: Abu Dhabi**

**Deepa Sandeesh**