**DEEPTHI THOMAS P**

Ananthanpallam,

Ranithottam End, Mobile: +91-9488235768

Kanyakumari Dist. - 629001 deepthi14thomas@gmail.com

**“COMPUTER ASSISTANT”**

**HIGHLIGHTS**

* 5 years of experience as a Computer Assistant in Palliyadi Weavers Handloom Co-operative Society ltd., No. 2489.
* Bachelor’s Degree in Computer Science and Engineering
* Typewriting English - Junior and Senior, Tamil - Junior.
* Advanced analytical techniques such as, Monitoring and maintenance the staff attendance, making invoices, inspection certificates and filing GST, working in Common Accounting System.
* Typing Official letter to the Administrative Director, and respective heads of handloom department.
* Well proven analytical, communication, and decision-makingskills, with the ability to learn fast, innovate, and problem solve under pressure.

**WORK EXPERIENCE**

**Computer Assistant Jul 2015-still date**

**PALLIYADI WEAVERS CO-OPERATIVE SOCIETY LTD., 2489**

• Scheduling of work prioritizing in sequential order.

• Making Invoices, Creating Inspection Certificate and Provisional Acknowledgement for those invoices.

• Attendance Maintaining for Staff working in organization.

• Working in Common Accounting System (CAS) a site for weaver’s societies.

• Filing GST (General Service Tax) Reports.

• Sales and maintain Data of Customer.

• Typing of official letters to the Administrative Director to the Head Office and respective Heads.

• Maintain records in proper files.

• Handle of Complete Document work and Record keeping.

• Updating Daily reports to the Assistant Director Head Office.

• Participate in daily review meeting.

• Keep information confidential.

• Scan documents and print files, when needed.

• Respond to queries for information and access relevant files.

• Handle of Printers and Scanners.

**EDUCATION**

**Bachelor of Computer Science and Engineering 2012**

Anna University of Chennai, Bachelor’s Degree, 4 years

**PROFESSIONAL SKILL**

* Extensive experience and knowledge of MS-word, MS-excel and other specialist Data entry software.
* Have typing speed over 60 w.p.m.
* Input both text data and also numerical data.
* Thorough understanding of maintaining accurate computer and paper records.

**TECHNICAL SKILL**

* + Typewriting English(Junior)
  + Typewriting English(Senior)
  + TypewritingTamil(Junior)

**SOFTWARE SKILLS**

* + Common Accounting Software for Weaver

**LANGUAGE SKILLS**

* Tamil
* English

**PERSONAL DETAILS**

**Name :** P. Deepthi Thomas

**Fathers Name :** S. Thomas Thamodharan

**Husbands Name :** S. Jose

**Date of Birth :** 14.10.1990

**Sex :** Female

**Languages Known :** English and Tamil

**Postal Address :**  Melparai, Kandanvillai (P.O.),

Kanniyakumari Dist - 629810

**Declaration**

I hereby confirm that the information given above is true to the best of my knowledge.

Place: Nagercoil Yours Sincerely

Date: (DEEPTHI THOMAS P)