**RESUME**



**DEEPA S**

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**PROFESSIONAL SUMMARY**

Experienced office professional with 3-5 years in data entry and administrative support. Skilled in data management, administrative tasks, and team coordination with accuracy and efficiency. Proficient in Microsoft Office and maintaining data integrity. Strong communication skills with the ability to work independently and in fast-paced environments.

**EDUCATION**

**Bachelor of Commerce from** Kerala University, India

**SKILLS**

● Proficient in MS Office

● Basic knowledge of Tally

● Typewriting and Data Entry

● Strong verbal communication skills

● Customer service-oriented

● Excellent organizational and time management skills

● Attention to detail and accuracy

● Ability to work well under pressure

● Teamwork, patience, and a Fast learner

● Processed daily cash and credit transactions accurately.

● Balanced cash drawers at the beginning and end of shifts.

● Prepared daily financial reports and submitted them to management.

● Ensured compliance with financial policies and procedures.

**EXPERIENCE**

**Back Office Assistant Home Centre LLC Landmark Group** Dubai UAE

● Assisted in daily office tasks including filing, data entry, and handling correspondence.

● Managed and updated electronic and hard copy filing systems.

● Provided support in organizing events and activities.

● Completed data entry tasks accurately and efficiently.

● Follow established procedures to enter and process data.

● Organized, sorted, and checked input data against original documents.

● Updated stock and retail sales prices and maintained database.

● Prepared source data by compiling and sorting information.

● Maintained confidentiality of sensitive client information.

**Data Encoder RevenueMed India Pvt Ltd, Technopark, Trivandrum, Kerala, India**

* Supported team members with best practices for accurate data encoding.
* Prepared source data by compiling and sorting information.
* Conducted thorough quality checks on completed work to reduce errors.
* Completed data entry tasks within required time frames while maintaining high quality.
* Maintained a 99% accuracy rate by assessing client documents for errors.
* Achieved daily, weekly, and monthly targets. Provided training to junior compilers.

**PERSONAL DETAILS**

Gender : Female

Nationality : Indian

Marital Status : Married

Visa Status : Husband’s Visa