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| |  | | --- | | **Novel Deepika J** | |  | | |  | | --- | | **Contact** | | **Tel: +974 33165337**  **E-mail : novels2009@gmail.com** | |
| |  | | --- | | **Career Objective** | | |  | | --- | | To secure a challenging position where I can effectively contribute my skills as software professional for growth of organization and myself. | | | |
| |  | | --- | | **Career Summary** | | Professionally qualified Bachelor of Computer Application with relevant experience and Quick learner.   * Ability to learn new technologies & adapt to new surroundings abruptly, Ability to work under pressure and meet deadline. * Comprehensive Problem-solving abilities * Willingness to learn new technologies. * Good interpersonal and communication skills. * Ability to manage independently and work in team environment knowledge. * Confidence to face new situations. | | **Software Skills** | | | |  |  | | --- | --- | | **Operating Systems** | WINDOWS 95/98/2K/2007, 2008, 2010. | | **Languages** | C++, JAVA | | **Applications** | MS Office | | | | |
| |  | | --- | | **Professional Experience** | | |  |  | | --- | --- | | **Company** | Dermarex Healthcare Ind Pvt Ltd | | **Duration** | Sept 2013 – Aug 2017 | | **Designation** | Admin Executive | | **Company Profile:** | Pharmaceutical Company in south India focusing primarily on treatment of Dermatology, Trichology & Aesthetics. | | **Responsibilities:** | Maintain daily electronic journal, arrange meetings and appointments and provide reminders as needed; maintain master corporate calendar of all conferences, all-hands events, holidays, and vacations.  Develop and carry out an efficient documentation and filing system for both paper and electronic records.  Maintains customer confidence and protects operations by keeping information confidential.  Produce professional quality reports, presentations and briefs. | | | **Professional Experience** | | |  |  | | --- | --- | | **Company** | IDEAS AHEAD AV SOLUTIONS Pvt Ltd. | | **Duration** | Sept 2012 – Aug 2013 | | **Designation** | Purchase Executive | | **Company Profile:** | Ideas Ahead Specify design, Install, Integrate, Maintain and Operate complex audiovisual systems for corporate and public sector customers. | | **Responsibilities:** | HR – Interview preparation for new recruitments and scheduling time for the candidates.  Disbursement of wages to housekeeping staff, preparation of cash vouchers for miscellaneous expenditures.  Raising purchase order for vendors and follow up the same for receiving the goods.  Vendor management- Oversee acquisition, installation and commissioning of equipment’s that are required for the facility.  Communicating with vendors for enquiry and getting the quotation for raising purchase based on the lowest purchase price.  Maintaining AMC files and renewing the same on due dates  Opening new accounts and giving sufficient documents (company related and for personnel staff) | | | **Academic Details:** | | |  |  | | --- | --- | | **2009 to 2012** | **Bachelor of Computer Application.**  Sri Jayendra Sarawathy Maha Vidhyalaya College, Bharathiyar University. | | **Duration** | **Higher Secondary School.**  Avichi HSS, Chennai, State Board Tamil Nadu. | |  |  | | --- | | **Personnel Details:** | | |  |  | | --- | --- | | Name | Novel Deepika J | | Date of Birth | 02/05/1991 | | Nationality | Indian | | Gender | Female | | Marital Status | Married | | Linguistic Skills | English, Telugu, Tamil & Malayalam. | | Passport | L7703992 | | QID | 29135635010 | |  |  | | --- | | **Declaration:** | | I hereby declare that, all the details furnished in my resume are true to the best of my knowledge and belief.  Place: Qatar Novel Deepika J  Date: 20/10/2018 | | |