



DEEPA P S

Dubai, United Arab Emirates

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PROFILE

I am a highly skilled and self-organized professional with over three years of experience and a strong motivation for success. I possess good communication and interpersonal skills, enabling seamless collaboration with team members. I am dedicated to fostering a positive work culture and I am driven to contribute to the organization's overall success.

OBJECTIVE

To be a part of a well esteemed organization where I can enhance my skills in the best possible way for achieving the company's goals along with my professional growth.

EXPERIENCE

✓ Discover Energy General Trading LLC, Dubai Administrative Assistant

August 2023 - Present

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain Office policies and procedures
- Maintain contact lists
- Order office supplies and research new deals and suppliers
- Submit and reconcile expense reports
- Provide general support to visitors

✓ Conduent Business Services India LLP, Kochi Transaction Processing Associate II

September 2021 - February 2023

- Adjudication and adjustment processes of Insurance claims.
- Dealing with Both Professional and Institutional claims.
- Process adjudication for resolving payment and denial of claims.
- Knowledge in handling EOB, COB, Duplicate claims, Historical claims, Price and adjudication and corrected claim processing including OCL updation.
- Knowledge of Healthcare insurance policy concepts including HIPAA, in network, out of network providers, deductible, coinsurance, co-pay, out of pocket etc.
- Ensured accurate and timely completion of transaction within the time.
- Resolving complexes situations following pre-established guidelines.
- Developed and maintained a solid working knowledge of Healthcare insurance industry and all of its products and services.

✓ Janamithram CSR, Aluva Administrative Assistant

June 2020 - July 2021

- Office Administration in an E Services Firm.
- Preparing, organising and storing important informations in paper and electronic form.
- Dealing with queries on the phone and by email.
- Managing diaries, Scheduling meetings and taking minutes at meeting.
- Typing Letters and reports in electronic format.
- Dealing with salary details and payment information.
- Maintaining Office assets and keeping records.

Articled Assistant

- Preparation of financial statements and scrutiny of ledgers.
- Carrying out Tax Audit.
- Taxation- GST and Income Tax.
- Assisted in tax related cases.
- Internal audit of bank.
- Church audit.

EDUCATION

✔ BHARATIAR UNIVERSITY, COIMABATORE (DISTANCE EDUCATION) Master of Commerce 61%	2020 - 2022
✔ LAKSHYA CA CAMPUS KOTTAYAM, KERALA CA Intermediate Course (Coaching)	2018-2019
✔ SVR NSS COLLEGE, VAZHOOR, KOTTAYAM •Bachelor of Commerce 70%	2015-2018
✔ GOVT VOCATIONAL HIGHER SECONDARY SCHOOL PONKUNNAM, KOTTAYAM •Plus two 87%	2013-2015
✔ ST. MARY'S GHSS KANJIRAPPALLY, KOTTAYAM •SSLC 82%	2013

SKILLS

Microsoft Office- Excel, Word, PowerPoint

Fast learner and dependable team player

Accounting organizational skill

Flexible in different working environment and work shift

Ability to plan and organize work

Continuously learn and develop myself

Knowledge in Tally

Positive Attitude

CERTIFICATION

•Certification on four weeks of integrated course on Information technology and Soft skills (ICITSS) along with Articledship

•Certification of merit in TallyACE with A grade issued by Tally Education Pvt.Ltd.

•Certification of GLOBAL BUSINESS FOUNDATION SKILL (GBFS) course conducted by ASAP Programme 2016-17 under Kerala Government during graduation level.

INTERESTS

Administration

Operations

Examination

Accounting

Auditing

Finance

Analysing

LANGUAGE

English - Professional

Hindi - Professional

Malayalam- Native Language

PERSONAL INFORMATION

Marital Status- Single

Nationality- Indian

Reference can be provided upon request