

DHEEPCHAND

CONTACT	<div>Phone: +971 505689590</div> <div>Address: Al Barsha 1, Dubai, UAE</div> <div>Email: dheepchand007@gmail.com</div>
PROFESSIONAL SUMMARY	<div>Detail oriented and proactive Administrative Professional with hands on experience in office management, staff coordination, and operational support. Proven ability to maintain organized systems, streamline administrative processes, and ensure smooth day to day operations. Skilled in data entry, scheduling, document handling, and customer service. Known for reliability, confidentiality, and a calm, solution focused approach under pressure. Strong multitasking capabilities combined with a solid understanding of administrative tools and office technologies.</div>
PROFESSIONAL EXPERIENCE	<div><div>RESORT ADMINISTRATOR</div><div>PEACOCK SERVICED VILLA, RANIPURAM, INDIA 2023-2025</div><div><ul style="list-style-type: none">Handled front desk operations including guest check ins/outs, reservation management, and phone/email communication.Entered guest information and daily sales into the database with a high degree of accuracy.Supported hotel administrative processes such as billing, staff coordination, and inventory tracking.Coordinated with vendors and ensured timely procurement of supplies.Ensured compliance with hygiene, safety, and operational standards.Handled customer inquiries and resolved complaints professionally.</div></div> <div><div>DATA ENTRY OPERATOR</div><div>KDC LAB, KANHANGAD, INDIA 2021-2022</div><div><ul style="list-style-type: none">Performed accurate and timely data entry of client records, laboratory results, and internal documents.Assisted in day to day administrative tasks including document preparation, report generation, and client communication.Ensured data confidentiality and compliance with internal protocols and data protection policies.Managed office supply inventory, coordinated staff schedules, and supported overall office workflow.</div></div>
EDUCATION	<div><div>RAJAHS HIGHER SECONDARY SCHOOL, INDIA 2015-2017</div><div>High School Diploma</div></div> <div><div>ST PIUS X COLLEGE, INDIA 2017-2020</div><div>Bachelor of Science in MICROBIOLOGY</div></div>
KEY SKILLS	<div><ul style="list-style-type: none">Office AdministrationStaff CoordinationData ManagementScheduling and Calendar ManagementInventory ControlStrong CommunicationMS OfficeBasic AccountingTime Management</div>
LANGUAGES	<div><ul style="list-style-type: none">English – FluentHindi – ProficientMalayalam – Native / Mother tongue</div>