

**DEEPAK K, MBA. B.com.**  
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### **CAREER OBJECTIVES:**

To work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at the work place and to serve the organization with positive attitude and efficiency.

### **PROFESSIONAL QUALIFICATION:**

MBA – Specialization in Finance & Marketing ( Year of Passing 2016 )  
( *Sree Narayana Guru Institute Of Management Studies Anna University-India* )

B.COM – Specialization in Finance ( Year of Passing 2014 )  
( *Nair Service Society College Ottapalam University of Calicut* )

### **WORK EXPERIENCE:**

Worked as HR Assistant cum visa officer in Gulf Asia contracting company, **Dubai UAE** from November 2017 to November 2018.

- To ensure the client avoids any legal issues that may occur in relation to their relocation by assisting them to obtain visas and other related immigration documentation.
- Applying all types of visas including employment visas and tourist visas.
- Coordinating with Immigration Department and assist Government Relation officer for immigration related tasks.
- Submit relevant documents periodically to immigration.
- Prepare a monthly basis reports on visa reconciliation.
- Recruiting employees to various positions for our group of companies.

Previously worked as marketing executive in SR Seating Pvt Ltd for 1 year in Bangalore India.

- Selling all types of Furniture.
- Participating in most exhibitions and displaying and selling various Furniture.
- Sourcing new customer to company.
- Promoting company Furniture.

### **COMPUTER PROFICIENCY:**

Having working knowledge of computers in MS office, Internet Applications & Tally

### **PROJECT DETAILS:**

- PG: Completed a project entitled with a study on **CONSUMER PERCEPTION** towards tradeindia.com during a period of 2 months

### **KEY SKILLS:**

- Excellent Oral and Written English Communication Skills
- Excellent Customer Service Skills
- Excellent Interpersonal Skills
- Excellent Microsoft Office Skills
- Can work Under pressure and in a fast-paced environment

### **AWARDS AND ACHIEVMENTS:**

I have won second prize in creativity event held at prabhodana 2015 a inter personality development program organized by SreeNarayana Guru Institute of Management Studies, Coimbatore.

### **PERSONAL DETAILS:**

- Age & Date of birth : 24 years , 23/11/1993
- Languages known :English,Hindi,Malayalam,&Tamil
- UAE Address : Deira, Dubai
- Home Address : Vallakottil House ,CherukodePO,Vallapuzha, Kerala-India.
- Nationality : Indian.
- Visa Status : Visit Visa
- Availability for job : Immediate.

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: Dubai

Signature

Date: