

Mariya Deepa C.P

Research Associate/Team Head

Suni Systems Pvt Ltd

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Address

Kalaparambil (H),
Thrikkakara P.O
Kochi- 682021

Date of Birth

29-11-1981

Nationality

Indian

Gender

Female

Languages Known

English, Malayalam,
Hindi

Marital Status

Married

Religion

Christian

Experienced Research Associate with Demonstrated History of customer oriented solutions. Confidence gained from 14 plus years of experience in various roles like team head, customer care, Data Entry, Sales coordinator, Back End executive etc and having the ability to work with the minimum of supervision. Having a proven ability to lead by example consistently hit targets, improve best practices and organize time effectively.

Now looking forward to make a significant contribution with a company that offers a genuine opportunity for progression.

Skills

- Sincere
- Self-Motivator
- Administration
- Customer Care
- Data Entry
- Good Team Leader

Education

- B.Sc. Chemistry M.G University (2003)

Computer Skills

- MS Office

Professional Experience:

Sep 2011 - Till Present - Webindia123.com (Sun Systems Pvt Ltd)(Cochin)

Research Associate/ Team Head

- Managing sections Deals & Discounts all over India & dealsinkochi in Kochi.
- Contacting various service providers to get their deals.
- Publishing deals in the website.
- Co-ordinating with customers and clients for their clarification and assisting customers in taking online vouchers.
- Co-ordinating with Designers and programmers to get the project done on time.
- Reporting any problem or fault in the project to the Marketing Head.

Nov 2005 - Oct 2008 - Ge Money (Cochin)

Co-Ordinator -Back End Operations (Dept. of Personal loans, GE Countrywide)

- Updating customer Details & Making daily reports
- Contacting & verifying customer documents
- Co-ordinating with Sales Team for timely indent execution.

Sep 2005 - Nov 2005 - Invest One (Cochin)

Sales Co-Ordinator

- Verifying and entering customer Details.
- Timely co-ordination with sales team and other departments.

July 2004 - Sep 2005 - Integral Business Associates Cochin)

Back End Executive

- Assisting sales team for updating & checking customer details & documents.

