

# ARCHA DILEEP



## Summary

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Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth..

## Experience

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### Bishop Benziger Hospital

form [On the Job Trainee](#)

Dec 2022 – Mar 2023

1. Proper Practical training in the Human Resource, Finance, Insurance, Front Office, Medical Records and Administrative Departments. 2. Handle paper works in the HR Department at the time of NABH Inspection 3. Prepare employee Payroll 4. Assist with clerical work such as Filing, Sorting and Delivery of Mail.

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### Muthoot Fincorp Ltd

form [Customer Service Executive](#)

Dec 2019 – Aug 2022

1. Handle Customers directly and over the phone and provide clients with information asked for. 2. Keep records of Customer Interaction and File Documents. 3. Maintain Cash Book. 4. Accepts & Appraise gold jewellery of Customers. 5. Ensure proper verification & valuation of Collateral Securities & documents. 6. Process & documentation of Loans & other Financial Services.

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### Vespa Aprillia

form [Account Assistant](#)

Nov 2018 – Nov 2019

1. Performs Accounting & Clerical tasks related to Accounts Payable. 2. Perform Clerical tasks such as Filing, Handling Mail, Making Phone Calls, Replying Emails & basic Book Keeping. 3. Reviewed & Processed Invoices for Payment. 4. Maintain digital & Physical Financial Records. 5. Review & File Payroll documents. 6. Carefully followed Company's data protection protocol..

## Education

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HR Administration

## Contact

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### Email:

archadileep25@gmail.com

### Phone:

0562380484

### DOB:

18.04.1994

### Nationality:

Indian

### Gender:

Female

### Address:

Sharjah

## Skills

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Communication

★ ★ ★ ★ ★

Customer Service

★ ★ ★ ★ ★

Decision-making

★ ★ ★ ★ ★

Leadership

★ ★ ★ ★ ★

## Language

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English

Malayalam

Hindi

## Hobbies

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Gardening

Listening to music

Photography

Travel

form [Ignite Skill Academy](#)

Oct 2022 – Mar 2023

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### **Mcom**

form [Sree Narayana College Of Technology](#)

Sept 2016 – Oct 2018

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### **Bcom**

form [Fatima Mata National College](#)

Jul 2012 – Nov 2015

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### **Plus 2**

form [Mklmhss](#)

Jul 2010 – May 2012

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### **Sslc**

form [Nsmghs](#)

May 2009 – May 2010

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## **Project Detail**

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### **Online Shopping**

A Study On Customer Satisfaction Towards Online Shopping.

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### **Employability**

A Study On Employability Of MBA Students at Kollam District .

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## **Additional Info**

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### **Ms Office**

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### **Ms Word**

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### **Ms Excel**

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### **Tally Erp**

Knowledge about Invoicing, Inventory Management, Credit & Cash Flow Management, Taxation, Banking, Cost Control, Purchase Management, Payroll Management, Production Management and Business Reports..

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### **Visa Status**

Family Visa.