



**RBANMs**  
First Grade College  
Since 1983

# Deepa V

## Admin Assistant

### Education

B.Com  
Hasanath Womens College Bangalore, Karnataka  
1998

MBA  
Periyar University, Salem  
2010

Best Admin Staff award from RBANM's Educational Charities

### Experience

*2015 - Present*  
Admin Assistant in PG - M.Com.

*2012 to 2014*  
Admin Assistant in New Horizon College, Kasturinagar.

*2004 – 2010*  
Admin Assistant in RBANM's First Grade College

Admin related works, admission, examination, scholarships etc of M.Com course.

### Communication

Attended seminars and webinars conducted for Non teaching staff, given suggestions for improvement of administration activities.

### Leadership

- Tech savvy admin assistant
- Ability to work independently and in teams
- Potential to plan and implement in a timely manner

- Receptive to new ideas
- Prepared College reports for Local Inquiry Committee
- Assisted in preparation of SSR twice during institutional accreditation.