

# SIDHARTH PRADEEP

SEEKING AN OPPORTUNITY  
TO WORK AS AN OFFICE  
ADMINISTRATIVE  
ASSISTANT IN A REPUTED  
FIRM , THAT WOULD  
ALLOW ME TO DEVELOP  
MY SKILLS AND  
KNOWLEDGE WHILE  
CONTRIBUTING TO THE  
ORGANISATIONAL GOAL

## CONTACT INFORMATION

 **BAHRAIN .**  
**UM AL HASAM**  
**12201**

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**m**

**phone number**  
**-0097335757096**

## SKILLS

TALLY  
QUICKBOOK  
TDS  
GST

## INTERNSHIP

- **AUGUST 2020 - TILL DATE**
  - 1) **COURSE -DIPLOMA EXECUTIVE ACCOUNTANT PROGRAM**
  - 2) **COMPANY - PRO HUB PROCESS MANAGEMENT PVT LTD . KOCHI**
  - 3 **MONTHS ONLINE DIPLOMA EXCUTIVE ACCOUNTANT PROGRAM FROM PROHUB PROCESS MANAGEMENT PVT LTD . KOCHI**

## WORK EXPERIENCE

**WORKED IN CALL CENTRE FOR 6 MONTHS**

## EDUCATION BACKGROUND

- 1) **2018 - 2020**  
**BCOM FROM UNIGRAND**  
**EDUCATION**  
**CENTRE . ANAMALA**  
**UNIVERSITY**
- 2) **PASSED CLASS 12 - EXAM**  
**CONDUCTED BY CBSE . NEW**  
**DELHI IN 2016**