



Deeksha Kurikala

administration assistant

London, UK

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Languages

Telugu (Native)

English (Fluent)

Hindi (Fluent)

About

Dedicated, Hardworking and energetic team builder experience in achieving tangible results and cross-team collaboration. With experience in hospitality management, retail and to owning small business i built some great qualities like customer relationship, customer management, People management, administration, recruitment, sales, social media marketing, which can build my career forward. Can do attitude, fast learner, adaptable, working at high stress situations and achieving goals on time.

BRANDS WORKED WITH

Dee Glam studio

Pick my cloth

Vagabond Wines

Vagabond Wines London

Experience

● Recruitment and Administration Assistant

Vagabond Wines London | Jan 2023 - Jan 2024

- Assisting Recruiter with coordinating interviews, using ATS platform reviewing CVs and conducting first stage interviews,
- Participating in open interviews took all over places for mass recruitment for the venues by collaborating with job centre.
- Handling onboarding process of the hired candidates in sending contracts,
- Making sure hired candidates get on training platforms, work platform and work benefits.
- Working closely with head of people director in hiring new candidates and discussing the strategies.
- Answering calls, emails and solving inquiries
- Ensure HR compliance with DBS checks and absence tracking.
- To support the HR Director with a range of administrative tasks including undertaking correspondence, setting up and maintaining files and spreadsheets etc.
- To support HRM by undertaking work on personnel files, sickness records, employee relations etc.
- To prepare reports for managers as required by the HR Director and HRM.
- Support with Right to Work enquiries and issues where needed. Reporting to the Manager.

● Customer Advisor (Team lead)

Vagabond Wines | Jan 2021 - Jan 2023

- Answered incoming telephone calls and emails to their inquiries

● Marketing and Sales Intern

Pick my cloth | Jan 2022 - Jan 2023

- creating content for social media and posting it on online platforms.
- creating ad campaigns
- Using google ad words to boost the business
- Answering emails, calls and keeping records
- Doing outbound sales using SMS marketing
- Using Whats app business to promote to target audience
- Negotiating prices with customers
- Doing daily sales reports and reporting it to Manager
- Conducting research in marketing trends for potential customers
- learning SEO strategies in increasing traffic for online visibility.

● Self Employed

Dee Glam studio | Jan 2019 - Jan 2020

- Managing and operating studio by providing hair and beauty services
- managing bookings, answering calls, replying emails and coordinate
- maintaining staff and accounting wages
- posting content in social media accounts Facebook, Instagram,
- using google and Facebook ads to promote business
- using meta business reviewing per day insights

- Maintaining records using spreadsheets
- Followed trends to stay inspired and bring freshest ideas every day

Education & Training

2021 - 2023 ● **Brunel University**

Post graduate,,

2014 - 2018 ● **Muffakham Jah College of Engineering**

Bachelor of Science,