

RESUME

M.VANI

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OBJECTIVE

To obtain a full time position in a professionally managed organization which offers a professional working environment and enables me to further improve my personal skills? To work hard for the growth of the organization.

EDUCATIONAL QUALIFICATIONS

Course	Institute	Board or University	Year of passing	Pass out%
MCA	PRIYADHARSHINI P.G COLLEGE, Nellore	S.V.University, Tirupati	2009	67%
Degree	Sri Chandra Reddy Degree College, Nellore.	S.V.University, Tirupati	2006	68%
Intermediate	Sri Chandra Reddy Junior College, Nellore	Board of Intermediate Education	2003	50%
SSC	S.P. Girls High School, Tirupati	State Board of Secondary education	2000	56%

TECHNICAL SKILLS

- Basic knowledge of C, C++, MS Office, PGDCA.
- Passed Type Writing English Higher
- Passed Type Writing Telugu Higher.

WORK EXPERIENCE

- Present Working as a Computer Operator for typing of Competitive Question Papers both in English and Telugu in Page maker in Turning Point Coaching Center.
- Having 7 Yrs Experience as Junior Assistant in DAATT Center, Utukur, Kadapa under Acharya N.G.Agricultural University, Guntur

STRENGTHS AND HOBBIES

- Hard and smart working.
- Self-motivated and good perseverance.
- Work enduringly for long hours.
- Honest and punctual.
- Good communication skills.
- Cooking recipes, drawing pictures, Listening Music.

PERSONAL DETAILS

Husband Name : M.L.Ravi Kumar

Date of birth : 30-04-1984

Address : D/NO 2/10,

Chemmumiya Peta, Ravindra Nagar,

Cuddapah

Marital status : Married

Languages known : English, Telugu, Hindi

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Place:

Signature

Date: