

RESUME

A KAVITHA

Malavya Nagar,
Gudur Mandal,
SPSR Nellore Dist,
Andhra Pradesh

Email: pannapalli.kavi@gmail.com

Mobile:8978376382

Career Objective:

To get position in a well established organization and contribute my best efforts for the achievements of organizational goals and excel my skills.

Educational Qualifications:

Name of Degree	Name of Institution	Board/University	Year of Study	Percentage of Marks
B.Tech (ECE)	Narayana Engg College,Gudur	JNTUA	2010	55%
Intermediate (MPC)	Sri Balaji Junior College,Gudur	Board of Intermediate Education, AP	2006	69.5%
SSC	ZPHS,kandaleru	Board of Secondary School Education,AP	2004	72%

Technical Skills:

1. Good knowledge in MS office (word,excel, and,power point)
2. Good communication skills in English
3. Good knowledge in English typing

Personal Skills

- Ability to deal with people diplomatically.
- Positive attitude and enthusiastic in team work.
- Good leadership qualities.
- Ability to do face challenges

Experience

1. Two years worked as computer operator in AgriGold Pvt Limited company.
2. Solving customer problems.
3. Entering customer data about money in online.
4. Dealing with agents regarding cheques and coupons.

Personal Details

Name : A.KAVITHA
Father's Name : A.PENCHALAIAH
Date of Birth : 12/08/1989
Nationality : Indian
Languages Known : Telugu, English

Declaration

I here by declare that the details furnished above are true to the best of my knowledge and belief.

Station: gudur

signature

Date : 6-3-2023

(A.KAVITHA)