

RESUME

Thonangi Lavaraju
+916382489142

Mobile no:

EmailId: lavarajuthonangi@gmail.com

CAREER OBJECTIVE:

To work with well-established and progressive organization that gives me scope to apply my knowledge and skills and be a member of the team which dynamically works towards my success and growth of the organisation.

ACADEMIC QUALIFICATIONS:

- Intermediate M.P.C at Sri satya sai college, palakonda
- SSC at MCH high School,) Srikakulam

PROFESSIONAL EXPERIENCE:

Worked at LG SHOW ROOM in sales exiquitive officer

JOB RESPONSIBILITIES:

- Handling of Payroll Process
- Taking responsibility of Joining formalities of new employees
- Providing Offer letters
- Preparation of Appointment letters to new joining employees
- Maintaining time office management.

PERSONAL PROFILE:

Full name : Thonangi Lavaraju
Father name : Thonangi Minnarao
Date of Birth : 8th June 2002
Gender : male
Marital status : Unmarried
Nationality : Indian
Languages known : English and Telugu
Hobbies : Dancing, Cooking& reading the books
Present Address : Makavaram (vil) (post)
Kotturu (md),
Srikakulam (dist),
Pin code:532457

DECLARATION:

I hereby declare that the above stated particulars are of my true knowledge and if given chance to serve your organisation, I will do my best.

Date:

Yours Sincerely,

Place: Srikakulam

(T lavaraju)

