

## **Gundeti Bhanuteja**

Typist

 bhanutejabunny430@gmail.com |  7842732143

 1-114 Vijaynagar Colony, Choppadandi, Karimnagar, Telangana, 505415, India

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## **Details**

**Nationality:** Indian

**Date / Place of Birth:** 24-01-2006 / Karimnagar

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## **Profile**

Worked as a Freelancer from September 2024 to January 2025. Proven ability to establish and maintain excellent communication and relationships with clients. Dedicated Customer Service Representative committed to providing quality care for customer satisfaction. Adept in social media platforms and office technology programs, with a commitment to utilizing skills to further the mission of a company.

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## **Education**

**BCA (Bachelor of Computer Applications), KIMS Degree College, Karimnagar** (July 2025 – Present)

**Intermediate, Minority Residential Karimnagar Boys 1, Karimnagar** (July 2022 – March 2024)

**7th to 10th, ZPHS Choppadandi Boys, Choppadandi, Karimnagar** (June 2019 – May 2022)

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## **Skills**

- Ability to Multitask
- Communication
- Microsoft Office Word
- Microsoft Office

- Typist
  - Fast Learner
  - Computer Skills
  - Microsoft Excel
  - Adobe Photoshop
  - Editor
  - Programmer
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## Languages

- Telugu
  - Hindi
  - English
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## Hobbies

- Reading Books
  - Listening Music
  - Editing Videos
  - Learning New Skills
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## Courses

**BCA (Bachelor of Computer Applications), KIMS Degree College, Karimnagar (July 2025 – Present)**