

## **OBJECTIVE**

Looking forward to a challenging and competitive work atmosphere leading to a Professional experience with a dynamic and progressive organization where my skills, talents and abilities will be utilized to the fullest for mutual benefit.

## **PROFESSIONAL EXPERIENCE**

**Company Name: ORANGE CONSTRUCTIONS PRIVATE LIMITED**

**Since (Apr' 2010 - Till date) Designation: computer operator (Nellore)**

**Company Name: MTB LIFTS PRIVATE LIMITED**

**since (Jun' 2003 - Mar' 2010) Designation: computer operator (Nellore)**

## **EDUCATIONAL QUALIFICATIONS:**

- B.Com (IOM, Accounts, Computer Applications) from Sri Venkateswara University, Tirupathi in 2003.

## **TECHNICAL EXPERTISE**

**Packages : MS Office, Tally 9 ERP.**

**Type writing : Higher (English)**

## **STRENGTHS**

- "Can Do" Policy.
- Easily adaptable to any new Environment with minimum training.
- Work with determination, dedication & devotion
- Efficient interpersonal Communication Skills.

## **PERSONAL PROFILE**

Father's Name : M.Hanuman Singh  
Gender : Male  
Date of Birth : 30-08-1982.  
Marital status : Married  
Languages Known : English, Telugu and Hindi  
Address : 24-1-1181, Neelagiri Sangam, Dargamitta  
Nellore-524003

**(M.KOTESWARA SINGH)**