

KALAGANDHA SILPA

Vedayapalem,Nellore-524004

Mobile: +91 9618587167

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CareerObjective: Seeking for an opportunity and secure a position to contribute my skills effectively for the growth of the organization and my professional career.

EducationalQualification:

S. No	Qualification	Name of Institution	Year of Passing	CGPA
1	MBA (Finance & HR)	KrishnaChaitanya Institute of Science & Technology,kakutur	2024	7.12
2	B.com	KrishnaChaitanya DegreeCollege,Nellore	2022	8.02
3	iINTERMEDIATE	Krishna Chaitanya Junior College,Nellore	2019	7.70
4	SSC	Sri Kasturi Devi GirlsHigh School, Nellore	2017	6.5

TechnicalSkills:

- OfficeSuite:MSOffice
- Basics of Tally ERP9, Prime
- Basics of v lookup , h lookup

CertificateCourses:

- Certificate in Tally ERP9, Prime
- Certification of Program in Business Correspondent & Business Facilitator (Sep 2023)

Work Experience:

- Worked As Accounts Assistance in RICE Educational academy, Nellore
- Worked As Customer Relationship Executive in Honda Car showroom,Chamudugunta.

Hobbies:

- Playing games and Listening music

PersonalStrengths:

- Disciplined
- Self Motivated
- Quick Learner

Languages known:

Speak:English and Telugu

Read&Write:English and Telugu

Personal details:

Name	:	K.Silpa
Father Name	:	K.Subramanyam
Date of Birth	:	15-08-2001
Nationality	:	Indian
Religion	:	Hindu
Gender	:	Female
Marital Status	:	Unmarried

Declaration:

I solemnly declare that all the above furnished information is free from error to the best of my knowledge and belief.

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