

Resume

Name: **SHAIK JANIBASHA**

Email : JANIBASHASHAIK818@gmail.com

Mobile Number: **6309430583**

Career Objective: To pursue a responsible position with an opportunity to solve problems in an effective manner in a challenging position and enhance my professional skills in a dynamic and stable workplace.

Educational Qualifications:

Course	Institution	Name of the Board/University	Percentage	Year of Passing
Degree (b.com)	Modern Degree College,Chilakaluripet	Acharya Nagarjuna University	63%	2021
Intermediate	Sri Harshini Junior College ,Martur	Board Of Intermediate in ,Andhra Pradesh	65%	2017
SSC	Z.P high School,Murikipudi	Board Of Secondary Education In Andhra Pradesh	45%	2015

Technical Skills:

- Data Entry
- Html
- CSS
- Ms-word

Personal Skills:

- Hardworking, dedicated, and sincere to achieve personal and organizational goals
- Play and music & games

WORK EXPERINCE:

Aaraa poll Strategies Pvt Ltd [AUG 2023- Till date]

- Worked as a Executive with Aaraa poll strategies Pvt Ltd.
- At work done some excel work for there reports.
- Giving the reports of the data up to date.
- Completed the work as per the deadline.
- Give the accurate data and create some excel worksheets for the datareport.

Personal Details:

Full Name :(SHAIK JANIBASHA)

Date of Birth: 19/06/2000

Hobbies : ListeningMusic, Reading books,playgames

Languages Known: English, Telugu,hindhi

Nationality: Indian.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge &Belief

signature

(SHAIK JANIBASHA)

