**RESUME**

DANDA SARATHBABU,

2-60,

Mittapalem,

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**CAREER OBJECTIVE**

To obtain a position that will enable me to use my strong organizational

Skills, educational background, and ability to work well with people.

**ACADEMIC DETAILS**

|  |  |  |
| --- | --- | --- |
| **Education** | **College/School** | **Year of Passing** |
| SSC | Hindhu High school, Narsaraopet | 2009-10 |
| Intermediate  (M.P.C) | National Institute of Open schooling | 2016 |
| B.Com Computers | Distance Education | pursuing |

**Strengths**

* Able to adopt to any task at any time.
* Flexible, Spontaneous & quick learner
* Good communication skills
* Commitment towards assigned work
* Ability to work in a team and can be able to work as lead as well.
* Can be able to derive quick decisions at any situation.

**COMPUTER KNOWLEDGE**

* MS Word, MS Excel, MS Paint.
* Computer Basics
* Basic knowledge on C language

**Experience:**

**Infosys 2014-2017:**

* Worked in Infosys campus as support Engineer in Mechanical Department.
* My responsibility will be working as supervisor to manage around 10 people to take care of entire maintenance of campus.

Achievements:

* Received award for maintaining campus without any issues.

**Bazaz Allianz 2017-2020:**

* Worked as staffing solution in Bazaz Allianz Solutions Ltd.
* My responsibility will be working as manager to manage around 20 people in 5 centers.
* Achievements
  + Reached targets with 75% of working days
  + Received best employee award.

**DECLARATION**

Ihere by declare that above mentioned information is true to the best of my knowledge.

DATE: D SARATH BABU

PLACE: Chilakaluripet, Mittapalem.