

**NAME: P B JAYAPAL**

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### **CAREER OBJECTIVE:**

Intend to build a career with a leading corporation in a Hi-tech environment. To realize my highest potential working as a key player in this challenging and creative environment.

### **EDUCATIONAL CREDENTIALS:**

- B.COM(CA) degree from PVKN DEGREE COLLEGE CHITTOR(SV UNIVERSITY) with 65%.
- Intermediate **MEC** from Jr INTERMEDIATE GOVT COLLAGE V.KOTA, which is affiliated to Board of Intermediate Education, Hyderabad, A.P with an aggregate of **63%** in **2014**.
- **S.S.C** from Z.P.H.S High School which is affiliated to Board of Secondary Education, Hyderabad, A.P. with an aggregate of **68%** in **2012**.

### **TECHNICAL SKILLS:**

- REPORTING TOOLS : DCA : MS-office, Tally, Type Writing English
- Operating System : Windows 7/10.

### **PROFESSIONAL COMPETENCE:**

- Innovative attitude to problem solving.
- Aiming at excellence in work through Self-motivation.
- Friendly with an upbeat attitude.

- **LANGUAGES KNOWN**

|         |   |                      |
|---------|---|----------------------|
| English | : | Read / Write / Speak |
| Telugu  | : | Read / Write / Speak |
| Tamil   | : | Speak                |
| Kannada | : | Speak                |
| Hindi   | : | Speak                |

- **.Training & internship:**

Completed **MS OFFICE-TALLY:DCA** training at **GLOBAL INSTITUTE OF COMPUTER TECHNOLOGY** about to 3 months and underwent 2 months fully sponsored training class program on **DCA-MS OFFICE. Worked for the sample dashboards, reports and KPIs.**

**HOBBIES:**

- Learning agility towards new languages.
- Enjoying the beauty of nature in and around my hometown.
- Playing cricket & volley ball.

**PERSONAL DETAILS:**

|                                  |   |
|----------------------------------|---|
| <b>NAME</b>                      | : P B JAYAPAL   |
| <b>Father's Name</b>             | : P BABU  |
| <b>Date of Birth</b>             | : 11-06-1996,   |
| <b>Marital status</b>            | : Single ,  |
| <b>Nationality</b>               | : Indian,   |
| <b>Address for Communication</b> | : Kudavagadda (V),<br>C.M palli (p),<br>V.kota(M),<br>Chittoor-517416,<br>Andhra Pradesh. |

## Declaration:

I hereby declare that the above statements made by me are correct to the best of my knowledge.