T. KOTESWARA RAO

Kakinada, Andhra Pradesh, 533016

Contact: +91 8309447612 | Email: kotesai9@gmail.com

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Career Objective:

Motivated and detail-oriented B.Sc. Computers graduate with practical experience in web development and strong expertise in MS Office. Proven skills in data entry, process management, and problem-solving. Eager to contribute as a Process Associate by applying analytical skills and teamwork capabilities.

Education:

Degree	Institution	Year & Score
B.Sc. Computers	Pragati Degree College, Kakinada	2023	CGPA: 5.68
Intermediate (MPC)	Sree Kashyap Junior College, Kakinada	2020	GPA: 6.03
SSC (10th Grade)	ZPP High School, Kakinada	2018	CGPA: 7.3

Internship Experience:

Web Development Intern | Maker's Mind Soft Solutions Pvt. Ltd., Kakinada | Duration: 6 Months

- Developed and maintained responsive web pages using HTML, CSS, and JavaScript.

- Collaborated with team members to enhance website performance and user experience.

- Strengthened problem-solving, debugging, and time management abilities.

Skills:

Technical Skills:

- Web Development: HTML, CSS, JavaScript

- MS Office: Excel (Data Analysis), Word (Documentation), PowerPoint (Presentations)

Soft Skills:

- Team collaboration and communication

- Time management and multitasking

- Quick learner with problem-solving abilities

- Data entry and process management

Languages:

- English (Proficient)

- Telugu (Native)

- Hindi (Basic)

Personal Information:

Father's Name: T. Sanyasi Naidu

Mother's Name: T. Chinnathalli

Date of Birth: 05-10-2001

Gender: Male

Nationality: Indian

Religion: Hindu

Declaration:

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

T. Koteswara Rao
Date: [Today's Date]
Place: Kakinada