

Curriculum Vitae

**K.Suzan Priyanka
NARAYANAGUDA
HYD -500029**

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Career Objective:

Looking for a rewarding career in a reputed organization, which offers both professional and personal growth to me and to contribute for the growth of that organization.

PROFESSIONAL SUMMARY:

- Excellent ability of determining the kind of requirements to process a document.
- Excellent understanding of the implications of new information for both current and future decision-making.
- Good working experience as Self-starter with effective communication, analysis and Operations Skills.

EXPERIENCE

- Worked as a Tele Caller for Car Loans in HDFC Bank for 4 Years.
- Working in Agarwal Packers and Movers Ltd as a Desk Officer from Last 10 Years to till Date.

EDUCATION:

Qualification	Name of Institute	Passing Year	Percentage
Degree B A	Osmania University	2014	71%
Intermediate C E C	St Georges Girls Juniors College	2011	70%
S.S.C	Gurunanak High School	2007	60%

Professional Skills:

- MS Outlook
- MS Word
- MS Excel

Personal Details:

Name : K.Suzan Priyanka
Date of Birth : 23rd Nov 1989
Father's Name : K.Jeevarathnam
Gender : Female
Marital Status : Married
Languages known : English, Hindi & Telugu
Personality nature. : Fast learning, self-motivated, communicative & friendly in

DECLARATION:

I hereby declare that the above given information is true and correct. I request yourselves to give me an opportunity to serve in your esteemed organization. I assure you that I will discharge to the best of my ability.

Date :

Yours Truly,

Place :Hyderabad.

(K. Suzan priyanka.)