

# **RESUME**

## **SARADA GOVINDU**

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**Current Location :** Hyderabad

 : **+91 7995120356**

 : [saradasaru373@gmail.com](mailto:saradasaru373@gmail.com)

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**Permanent Address:** D/O Jayanthi Raju

D.no : 3-39, Vaddigudem, pedapadu mandalam, eluru district, Andhra Pradesh – 534434

**Gender:** Female

**Date of Birth:** 31-May-1999

**Objective:** Seeking for a position where I can utilize my skills for growth of company and work independently using my own initiative or as part of a team.

### **Educational Qualification:**

- **10<sup>th</sup> Grade :** S.S.C. from GMP girls high school in the year 2015 With 74% aggregate.
- **12<sup>th</sup> Grade :** C.E.C from Gudrun Junior College in the year 2017 with 89% aggregate.
- **UG Degree :** B.B.A from CH.S.D.ST.Theresa's Womens College(Autonomous) in the year 2020 with 84% aggregate.
- **PG Degree :** M.B.A from International school of technology and sciences in the year 2022 with 81.3% aggregate.

### **Technical Skills:**

- Tally
- MS Office, Power Point, Excel.

### **Strengths:**

- Positive Thinking.
- Ability to take up responsibilities.
- Self-motivated & Hardworking
- Time management.

**Hobbies:**

- Reading Books
- Watching TV

**Languages Known:**

Languages	Read	Write	Spoke
English	✓	✓	✓
Telugu	✓	✓	✓

**Declaration:** I hereby declare that the above furnished information is true and correct to the best of my knowledge.

Date:

(sarada govindu)