

# RAVITEJA HARIJANA

Pattikomda(v), Pattikonda(m), Kurnool (Dist).  
6364561142 | [ravitejah55@gmail.com](mailto:ravitejah55@gmail.com)

## CAREER OBJECTIVE :

To pursue a challenging career with dedication and provide my efficiency to the fullest in a professional environment wherever I serve my duties that will discover the potential in me.

## ACADEMIC QUALIFICATION :

- Govt Collage for Men ,Kadapa  
Bachelor of commerce (B.com)  
63%
- Board of Intermediate Education  
Intermediate (computer science & engineering) C.S.E  
75%
- Board of Secondary Education  
SSC  
7.5 GPA

## TECHNICAL SKILLS :

- Good working Knowledge in Microsoft word ,Excel , Powerpoint.
- Efficient in Intenet and Basic Computer Application.
- Goog Communication and Speaking Skills.
- Active Listening, Tele calling, DataEntry.

## WORK EXPERIENCE :

- Fresher

## INDIVIDUAL SKILL SETS :

- Time Management skills
- Sincere, Hardworking and honest
- Ability to grasp new skills quickly
- Self Motivated
- Team work skills
- Can execute a task within given time

## HOBBIES :

- Dancing
- Listening songs

## PERSONAL INFORMATION :

FATHER'S NAME : Harijana Nadipi Ranganna  
MOTHER'S NAME : Harijana Parvathi  
DATE OF BIRTH : 05/08/1998  
GENDER : Male  
MARITAL STATUS : Single  
NATIONALITY : Indian

**LANGUAGES KNOWS :**

- Speak - Telugu ,English,Hindi
- Write - Telugu ,English,Hindi
- Read - Telugu ,English,Hindi

**DECLARATION :**

I, Mr. Harijana Raviteja do here by confirm that tha information given above is true to the best of my knowledge.

PLACE : Patthikonda

(Raviteja Harijana)