

Chavali Jayadeep

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CAREER VISION

Seeking position to utilize my skills and abilities in the information technology industry that offer professional growth while being resourceful, innovative and flexible.

Entry level position in Customer Service Executive.

TECHNICAL SUMMARY

- **MS OFFICE**

- Good knowledge in Excel Analyze Tables, Charts & Spark lines.
- Good knowledge Word. Compare and Merge documents.
- Good knowledge Outlook, Auto Reply.
- Good knowledge PowerPoint, Broadcast and Share a Slideshow.
- Good knowledge Access, Create & Design Databases.

TECHNICAL SKILLS

Programming: Microsoft Office

OS: Windows, Unix

CERTIFICATIONS

- Completed (MS OFFICE) Trained at Sullurupeta.

TECHNICAL PAPERS AND WORKSHOPS

- I got second prize on save environment conducted at Nellore District Level.
- I have certified at Swami Vivekananda Talent Test.

PERSONAL STRENGTH

Confident and Determined.

Ability to cope up with different situations.

Effective communicator.



Adap table.

Co-operative with others at work and ability to deal with people diplomatically.

EDUCATIONAL QUALIFICATION

Intermediate from Vikram Junior College in 2017 with percentage of 58.5 Senior Secondary Board.

10th from Z P Boys High School, Tada in 2015 with CGPA of 8.2, State Board.

Place: _____

Date:

Chavali Jayadeep

(Signature)

