**H.Priyanka E-Mail:priyankapriya9879@gmail.com**

**Mobile No:8688925708**

**CAREER OBJECTIVE:**

To be involved in work where I can utilize skill and creatively involved with system that effectively contributes to the growth of organization.

**EDUCATIONAL QUALIFICATION**

* B.Tech (CSE) 66% in Brilliant engineering college 2017 Hayathnagar,Hyderabad.
* Diploma (DME) 65% in JNGP Polytechnic College 2014 Ramanthapur, Hyderabad.
* C.B.S.E 70% from KENDIYA VIDYALAYA School 2009, shivrampally , Hyderabad.

**JOB RESPONSIBILITIES:**

   Responsible for maintaining the records of office inventory and posting in to ledger

Accounts

  Maintaining the documents and records.

Responsible for checking the office's assets and maintaining them in good condition.

Responding the mails etc.

**TECHNICAL SKILLS:**

   Ms Office, C, C++, CoreJava,Adv java

DTP

**STRENGHTS:**

      Good communication skills.

      Interested to learn new things, and having self-confidence.

      Very quick learner ability to in sustained hard work and smart work.

**Experience**:

Worked as a Process Associate in Hdfc DSA( voice process)

**PERSONAL PROFILE:**

NAME                                                : H.Priyanka

Father Name                                       : H.Shiv-kumar

Date of birth                                        : 10-05-1993

Gender                                                 : Female

Marital status                                       : Single

Nationality                                           : Indian

Religion                                               : Hindu

Languages known                                : English , Telugu, Hindi

Address: H-NO-6-2-190 sri krishna nagar shivrampally hyderabad, Telangana.

**DECLARATION:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Date:**

**Place: HYDERABAD H.Priyanka**