# RESUME

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# ARCHANA SALANDRI

7-2-G35, Rd no 15,

Panchavathi Colony, Manikonda.

**Mob No: 9441009184**

**Email:** [archana.pinjarla94@gmail.com](mailto:archana.pinjarla94@gmail.com)

### CAREER OBJECTIVE

Looking forward to work in challenging environment where my skills can be effectively utilized and contribute to the company’s growth.

WORK HISTORY

Medical Transcriptionist – June 2016 – August 2020.

* Experienced in dealing with the process of transcribing voice-recorded medical reports dictated by healthcare professionals and physicians into text format.

ACADEMIC QUALIFICATION

* B.Sc (Statistics) from Osmania University.
* Intermediate from Sri Chaitanya Junior Collage.
* SSC from Amaravathi Talent High School.

TECHNICAL SKILLS

* Capable in handling MS-office
* Typing
* C language

SKILLS

* Verbal Communication skills
* Self-Motivation.

ACHIEVEMENTS

* Participated in SAMAGRA KUTUMBA SURVEY.
* Participated in college competitions and achieved participation certificates.

LANGUAGES

* English
* Telugu
* Hindi

PERSONAL PROFILE

Name : S. Archana

Date of Birth : 1st August 1994

Gender : Female

Marital Status : Married

Nationality : Indian

Religion : Hindu

Hobbies : Listening to music & playing carroms.

Place : Hyderabad S. Archana

Date: