

MUNAGALA MANASA

Chennur, Mancherial, Telangana

Email: munagalamanasamanasa424@gmail.com

Cell No: 9398170796

CAREER OBJECTIVE:

Seeking a position as a receptionist/computer operator in a professional organization where I can utilize my strong communication skills, ability to handle responsibilities with care, and proficiency in computer applications to contribute to the efficient functioning of the office while prioritizing organizational goals.

EDUCATIONAL QUALIFICATION:

Name of the Study	Board / University	Year of Passing	Percentage / Grade
SSC	Board of Secondary Education	2013	6.0
INTERMEDIATE	Board of Intermediate Education	2015	47.8
Degree (B.Sc MPCs)	Kakatiya University	2018	59.1

WORK EXPERIENCE:

- * Handled reception duties for a duration of 1 year.
- * Managed phone calls, appointments, and provided information to clients.
- * Maintained a professional and welcoming environment for visitors.
- * Coordinated with other staff members to ensure smooth operations of the office.

SKILLS:

- * Excellent communication skills
- * Ability to work efficiently under pressure
- * Strong understanding and problem-solving skills

COMPUTER SKILLS:

- * Proficient in Microsoft Office Suite
- * Post Graduate Diploma in Computer Applications (PGDCA)
- * Internet Skills

STRENGTHS

- * Ability to work individually and closely with others to accomplish assigned goals.
- * Can handle any kind of Responsibilities with care.
- * Ability to learn new Technologies and techniques.

PERSONAL DATA

Name	:	MUNAGALA MANASA
Father Name	:	Srinivas
Date of Birth	:	27-04-1997
Gender	:	Female
Marital Status	:	Unmarried
Nationality	:	Indian
Religion	:	Hindu

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge & belief.

Place : **(MUNAGALA MANASA)**

Date :