

# **RESUME**

**ANUSHA THIKKISETTI,**

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## **CAREER OBJECTIVES**

To become an efficient professional by working in a challenging environment, demonstrating my capabilities, and utilizing my intellect effectively.

## **EDUCATIONAL QUALIFICATION:**

| Qualification         | Institute/Place of Study                | University/Board                     | Academic Year | Percentage |
|-----------------------|---|--------------------------------------|---------------|------------|
| Graduation (BSC-MSCs) | The Hindu Degree College, Machilipatnam | Acharya Nagarjuna University, Guntur | 2010-2012     | 60.00%     |
| Intermediate (M.P.C)  | Harsha Junior College, Machilipatnam    | Board of Intermediate Education      | 2007-2009     | 70.00%     |
| SSC                   | St,Mary AAMM High School, Machilipatnam | Board of Secondary Education         | 2006-2007     | 75.00%     |

## **WORK EXPERIENCE:**

**Name of Organization** : Sunflower Engineering College  
**Designation** : Data Entry Operator  
**Period** : 2012 – 2013  
**Roles & Responsibilities** :

- Entered and maintained student academic records, admission data, and exam results accurately in the college database.
- Prepared reports, attendance sheets, and other official documents using MS Office tools.
- Verified data for accuracy and completeness before entering into systems.
- Coordinated with administrative staff to gather and update information on a regular basis.
- Managed physical filing systems and ensured timely retrieval of documents when required.
- Assisted in office-related clerical tasks such as photocopying, scanning, and document dispatch.
- Maintained confidentiality and security of institutional data.

## INTERPERSONAL SKILLS:

- Excellent verbal & written communicational skills
- Positive thinking, self motivated and flexible.
- Group work and Team building.
- Ambitions, Hard Working, Energetic, Well Disciplined.

## COMPUTER SKILLS:

- Office Suite : MS Office, C and C++

## PERSONAL DETAILS

**Name** : **Thikkiseti Anusha**  
**Father's Name** : Thikiseti Venktakeswara Rao  
**Date of Birth** : 16<sup>th</sup> January, 1992.  
**Sex** : Female  
**Material Status** : Married  
**Nationality** : Indian - Hindu  
**Languages Known** : Telugu, English.

## DECLARATION

I here by declare that the above mentioned particulars are true and correct the best of my knowledge and belief and can refer abovefor information.

Station: Hyderabad.

Date: 26.06.2025.

Signature

**(Thikkiseti Anusha)**