

CH. ARCHANA

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MOBILE NO:6304924526,8885940853

Career Objective:

To improve my knowledge and skills through hard work, dedication and sincerity towards trying and execute the responsibilities given to me by the organization to the fullest of my abilities and derive job satisfaction and to success in every Endeavour and to quality with the requirement of time.

Education:

- **Master of Business Administration (Finance):** Visvesvaraya college Ibrahimpattam.
- **Bachelor of Commerce (Computers):** Scholars Degree College, Dilsukhnagar.
- **Board of Intermediate (C.E.C):** Govt, Junior College for Women's, Secunderabad.
- **Board of Secondary Education:** Govt High School, Bolarum.

Certification:

- Trained as Vocational Skills Building Programme on office Administration from ICICI Academy for Skills Hyderabad.

Technical Skills

- **Packages:** MS Office, Power Point.
- **Accounting:** Tally.
- **Typing Speed:** 50 WPM.

Experience

- Worked as Process Associate in **Real Page Company**(Invoice process)for 6 months (contract base).
- Worked as a TeleCaller in **TSM Mahalingam and Son's** for 2 years.

Strengths:

- Hard working, self-confident.
- Dedication towards work and Time Management.

Personal Details

- **Father's Name** : Venkateshwarlu.
- **Dob** : 19-12-1991.
- **Gender** : Female.
- **Languges Known** : English, Telugu, Hindi.
- **Address** : H.No:14-73 R.N Reddy Nagar, Hyderabad.

Declaration

Hereby I declare that the information and facts herein stated above are true to the best of my knowledge and belief.

Place: Hyderabad

(CH.ARCHANA)