

CURRICULAM VITAE

Ramanagola Chandrudu

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OBJECTIVE:

I am looking forward to an opportunity where I can utilize my skills in contributing effectively to the success of the organization and also further improve my personal skills.

EDUCATIONAL QUALIFICATIONS

S.S.C from Modern High School

C.E.C from V.V (AN) COLLEGE

B.Com from V.V (AN) COLLEGE

TECHNICAL SKILLS

MS Office – MS – Excel, MS Word, Focus,
Typing: Lower, Higher,(English)

PROFESSIONAL EXPERIENCE

Firm : Hyglass & Chemicals B.N.Reddy Nagar , Hyderabad.
Position : Computer Operator
From : 2018 to Till date

Job Profile

- Day to day sale, Purchase, cash & bank transaction.
- Day to Day freight bill preparation.
- Cash Handling.
- Customer query clearing.
- Preparation of Quotations

Firm : YASHODA HOSPITAL (Malakpet)
Position : Diagnostics Centre
(Reports Collection Executive)
From : 2015 to 2017

STRENGTHS

- Sincere, hard working, assertive and confident in accomplishing the responsibilities successfully.
- Handling minor problems in hardware & software.
- Interest in learning new.
- Hard work nature and obedient to my superiors, co operative with co workers

Personal Profile:

NAME : R. CHANDRUDU
Father's name : R. Babu (Late)
Date of Birth : 18-09-1994
ADDRESS : Kurmaguda,Saidabad,HYDERABAD
Nationality : INDIAN, HINDU
Marital Status : Single
Languages known : TELUGU, HIND & ENGLISH.

I hereby declare that the above mentioned information is correct and true to best of my knowledge.

Date:

(R. CHANDRUDU)