

Objective

To build a long-term career as HR with opportunities for career growth.
Which will enable me to use my communication skills and interpersonal skills to serve customers. Good problem solver, able to multitask and consistently finishes projects before their deadlines.

Experience

- **Sahara India**
COMPUTER EXECUTIVE
Data Collection, Managing HR Duties Working As Assistant

01/07/2022 - Present

- **Marvels Solutions**
SUPPORT EXECUTIVE
Data Collection Of The Clients And Submission

04/08/2019 - 15/03/2022

- **Euro Kids**
TEACHER
Worked As Teacher

04/09/2015 - 15/05/2019

Education

- **M.B.A**
Ideal College Of Arts And Science AKNU University

17/08/2021

- **B.S.C Computers**
V.Lakshmi Women's Degree College Andhra University

17/08/2015

- **M.P.C**
V S.Lakshmi Junior College Andhra University

17/07/2011

- **C.B.S.E**
Akshara School

16/03/2009

Skill

- Interpersonal skills
- Communication skills
- Leadership skills
- Multi tasking

Projects

- **Quality check of Work-life**
As intern

Language

- English
- Hindi
- Telugu

Interests

- Reading
- Painting

Personal Details

- Marital Status : Single
- Nationality : Indian

STRENGTHS

- Empathy
- Dedication
- Creativity
- Problem solving

Software

- Css
- Html
- Python
- Ms-office
- Tally

Hobbies

- listening to music
- Reading books

P Sri. Swarna