**RESUME**

BURRI INDIRA JYOTHI

Email:burriindu@gmail.com

Mobile:7095761828

**Career Objective**

To seek challenges avenues where my Knowledge and Experience matches to the Organization’s growth.

**Profile Summary**

* A Customer oriented, multitasking fresher with MBA degree in HR & MARKETING.
* Excellent in identifying the need of the organization.
* Proficient in coordinating with the people.

**Personal Qualities**

* Exceptional presentation and interpersonal skills.
* Matchable communication skills in both oral and written communication.
* Ability to work in a team as well as individual.

**Academic Qualifications**

* MBA in HR and MARKETING from JNTUK with 77% upto 3rd SEM.
* BSC Computers from KBN College with 70%.
* Intermediate(MPC) from KBN College with 60%.
* SSC from Sri Gowtham High School with 70%.

**Project**

Name: Employee Welfare Programmes

Organization: Vijaya Dairy Vijayawada

Description: In this project I have understand the employee welfare measures and how the job is deligating the person.

**Computer Knowledge**

* Proficient in use of MS Office(Word,Excel&Powerpoint).
* Proficient in basic use of C language and Java.

**Certificate Cources**

* Multimedia
* Communicational Skills
* Tally

**Achievements**

* Participated as a voulanteer in college events Lakshya
* Participated in science project in degree college

**Hobbies**

* Reading books
* Listening Music
* Solving Puzzle’s

**Strengths**

* Honest
* Hardworking &
* Decision Making Power

**Weakness**

* Fearness before doing any work.
* Taking decisions in short span of time.

**Personal Details**

Name : Indira Jyothi Burri

Father’s Name : Vijay Kumar Burri

Date of Birth : 24th June

Gender : Female

Martial Status : Single

Languages Known : English,Hindi,Telugu

**Declaration**

I do hereby declare that the particulars of information and facts stated in above are true,correct and complete to best of knowledge and belief.

Date:

Place:

(INDIRA JYOTHI)