## CURRICULUM-VITAE

## 

R.KEERTHANA D.NO;14-1063/3

[Keerthubharathi068@gmail.com](mailto:Keerthubharathi068@gmail.com) Kayanikattu street **(v),**

Chittoor (P), Chittoor (M), Chittoor (D),

PIN CODE: 517001,

Ph No: +91-9182779188.

# Objective:

Looking for opportunity to in Co-operate my skills and Training to help the company growth, Iam looking forward to roles that will help me release my potential by exploring the various aspects of the field.

# Personal Skills:

Comprehensive problem solving abilities. Excellent verbal and written communication Skills. Ability to deal with people diplomatically, willingness to learn, team facilitator. **Education Qualification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nos** | **Qualification** | **College** | **Board/University** | **Aggregate**  **In (%)** | **Year of**  **passing** |
| **3** | Degree B.COM | VCR DEGREE COLLEGE | S V University | 85% | 2021 |
| **2** | Intermediate [ MPC] | VCR JUNIOR COLLEGE | Boardof Intermediate Education. | 70% | 2017 |
| **1** | SSC | CAMFORD ENGLISH HIGH SCHOOL | State Board of Secondary Education, A.P. | 63% | 2015 |

# Technical Skills:

* Languages : C ,C++.Java,HTML.
* Environment : Windows10.

**Experience:**

* Worked in Hydaspecs Global Service (BPO US Shift) as Customer Support Executive for 2 years .

Last( CTC-21000/- per Month) Expected (CTC -25000/- per Month)

# Key Skills:

* Communication skills.
* Leadership Skills.
* Timeworks Skills.
* Positive Attitude.
* Self Motivation.

# Strengths:

* Hard working.
* Flexibility.
* Self-confidence with positive thinking.
* Working with team as well as individual.

# Hobbies & Interests:

* Listening to music,
* Playing carrom,
* Solving Puzzles.

# Awards & Achievements:

* National Cadet Corps [NCC], 5 ANDHRA GIRLS BN NCC,TIRUPATHI. [ A Certificate].

# Personal profile:

* NAME : R.keerthana
* FATHER NAME : S.Ravi
* DATE OF BIRTH : 25-11-1999
* GENDER : Female
* MARITAL STATUS : Un-married
* NATIONALITY : India
* LANGUAGES KNOW : English, Telugu, & Tamil

# Declaration:

I here by declare that the above written particulars are true to the best of my knowledge and belief.

## Date:

**Place: ( R.KEERTHANA)**