RESUME

**NALI. SUJATHA**

**EMAIL:** [**nalisujatha86@gmail.com**](mailto:nalisujatha86@gmail.com)

**PH NO.9603066816**

**CAREER OBJECTIVE :-**

**I would like to explore my career in a reputed organization and work sincerely**

**towards achieving the goals of the organization.**

**EDUCATIONAL QUALIFICATION :-**

**B.com in VISAKHA GOVT.DEGREE WOMEN’S COLLEGE from ANDHRA**

**UNIVERSITY. - 2005**

**INTERMEDIATE in VISAKHA JUNIOR COLLEGE - 2002**

**S.S.C. in QUEEN MARY’S GIRL’S HIGH SCHOOL from BOARD OF SECONDARY**

**EDUCATION.- 2000**

**TECHNICAL SKILLS :-**

**Microsoft office**

**TALLY 6.3**

**EXPERIENCE :-**

**1. Worked as Asst. Accountant in Himamshu Book Depot in 3 years. 2006-09**

**2. Worked as a Receptionist in Proffessional Couriers since last 2 years.**

**PERSONAL STRENGTHS :-**

**Sincere at work.**

**Good at human relations.**

**PERSONAL INFORMATION**

**Name : NALI SUJATHA**

**Father Name : J. SANKAR RAO**

**Mother Name : J. KRISHNA VENI**

**Permanent address : 18-62-8/2,**

**Kotha Sali peta k,g,h, down**

**Visakhapatnam.**

**Date of Birth : 06-04-1985**

**Marital Status : Married**

**Languages Known : English and Telugu**

**DECLARATION**

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

**Place : Visakhapatnam (N.SUJATHA)**

**Date :**