**POTELA RANI**

E Mail Id: [potelarani@gmail.com](mailto:potelarani@gmail.com)

Mobile No: +91 8341957529, +91 9542589474

**Objective:**

To be potential resource to the organization where I can utilize my skills and knowledge which would help the organization to grow and further enhance my growth profile. It would be my never ending dedication to maintain in the spectrum of integrity, honesty and character.

**Academic Profile:**

* Completed Degree (B Sc) with 70 % from Andhra University, at Dr.Lankapalli Bullayya Degree College, Visakhapatnam in 2017.
* Completed Intermediate with 62 % from Board of Intermediate Education, at Sri Chaitanya Jr College, Visakhapatnam in 2014.
* Completed SSC with 5.5 CGP from Board of Secondary Education, at Sai Deepthi Public School, Visakhapatnam in 2012.

**Experience:**

* Six months experience in Sri Naipunya Bharathi as Receptionist and Telecalling
* Six months experience in Ratna Enterprises as System Operator and Payment Follow-up

**Technical Skills:**

* Programming Languages: C
* MS Office : MS Excel

**Extra-Curricular Activities:**

* Actively Participated in sports and cultural programs at school.
* Participated in essay writing and elocution competitions while in school.

**Personal Profile:**

Name : P Rani

Date of Birth : 31st Jan 1996

Gender : Female

Nationality : Indian

Marital Status : Single

Languages Known : English & Telugu

Permanent Address : D No. 32-34-141,

SVP Nagar,

Near Dolphin Hotel,

Visakhapatnam.

Pin Code -530001

**Declaration:**

I hereby declare that all statements made by me are true to the best of my knowledge and belief. I assure that my performance will be the best of my ability and satisfaction of the concern.

**Place:**

**Date:**  **(POTELA RANI)**