**CURRICULUM VITAE**

**Sowmya.G**  **Phone: 9538634253**

#423,Doddanagamangala, **Email: gsowmya441@gmail.com**

Electronic City phase-2

Bangalore-560100

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| ***CAREER OBJECTIVES*** |

Seeking a Challenging environment that provides opportunities for continuous learning and development, I

Intend to strive towards excellence in the field by working in a competitive and motivated environment that

allows me to utilize my experience, Skills and Creativity at its best possible way.

***EDUCATIONAL QUALIFICATION***

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| **Course** | **Branch** | **Institution** | **University / Board** |
| **DEGREE** | B.Com | Bangalore University | Bangalore university |
| **PUC** | Commerce | Govt. PU college Hoodi | Board of Intermediate Education Karnataka |
| **10th Standard** | SSLC | Shri M.D.M.R.School | Karnataka board |

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| ***EXPIRENCE*** |

* Worked as Receptionist at GENPACT for 1 year 6 months.
* Worked as system operator at ZEAL GROUPS OF COMPANIES for 1 year 6 months.
* Worked as Front office Executive at Vfocus HR Solutions for 2 years & 4 months.
* Worked as Front office Receptionist and Admin Executive at GS Megha Constructions Pvt.Ltd for till date.

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| ***COMPUTER SKILLS*** |

* MS-Word
* MS-Excel
* MS- Power point
* Internet Browsing
* Junior English Typing.

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| ***KEY STRENGTH*** |

* Positive Attitude
* Hard work
* Always ready to learn new things
* Team work & Co ordination
* Good Communication. .

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| ***INTEREST & HOBBIES*** |

* Reading news papers & Stories.
* Listening songs
* Playing carom

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| ***PERSONAL DETAILS*** |

**Name :** Sowmya .G

**Father’s name** : R Gopal

**Mother’s name** : Nagaveni A N

**Date of Birth** : 15-7-1993

**Gender** : Female

**Marital Status** : Married

**Nationality** : Indian

**Languages Known** : Kannada, English, Hindi, Telugu, Tamil.

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| ***DECLARATION*** |

I hereby declare that the above information is true to the best of my knowledge and belief.

Place: Bangalore yours faithfully

Date: (**Sowmya.G)**