## CURRICULUM VITAE

**P.VEENA RANI,**

**CSI Wesley church,**

**Tilak Road,**

**Ramkote Email:palancha.shulmi888@gmail.com**

**HYDERABAD-500001.**  **Contact No: 9951561198**

# OBJECTIVE

To work in highly disciplined, well-organized, goal-oriented, environment, where I in can find maximum scope to implement my talent.

# PROMINENT ATTRIBUTES

* Creative and Organized learning skills.
* Good communication and computer skills.
* High performance with good skills in computer.
* Remarkable patience with reliability and responsibility.

# EDUCATIONAL QUALIFICATION:

# B.Com (Comp)

* **PGDCA from HIDUSTHAN INFORMATION TECHNOLOGY, Regd.by govt of AP**

# RELEVANT SKILLS AND STRENGHTS:

# *\* Communication:*

* Excellent communication and interpersonal skills
* Ability to express in writing and verbally

***\* Data entry:***

* Typing speed 40WPM
* Able to enter numeric data on a 10-key keypad
* Less error data

***\*Administrative skills:***

* Proven ability to organize personal work priorities
* Solid to knowhow of general office procedure
* Excellent organizational skills
* Able to manage stress timely and effectively
* Flexible in working hours

***\*Clerical Skills:***

* Demonstrated ability to handle filing and record management activities in a systemized manner
* Well reversed with MS OFFICE applications and database
* Effectively researches on the internet and through various other sources such as books and periodicals
* Committed to maintain confidentially of information
* Talented in preparing pay rolls and performing light boo keeping activities to provide support to the accounting department.

# TECHNICAL SKILLS:

* **Languages: C,C++,VB Script**
* **RDBMS: ORACLE JAVA AQL Server**
* **Packages: MS-OFFICE, MS-OUTLOOK**
* **Operating systems: WINDOWS XP,VISTA,WINDOWS-7,2003, UNIX, LINUX RED HAT**

# JOB EXPERIENCE:

* Working as Clerical (contract basis) in administration / data entry processing of return and assistance in scrutiny assessments in INCOME TAX DEPT, since jul 12 till date, Total 7+ Years of Experience in Income tax dept.
* Provide clerical support to the Administration Dept.
* Maintain and update database
* Worked as administrator in Krishnaveni talent school for 3 years

# PERSONAL PROFILE

**Father’s Name** : Late.Sri. P.NATHENIAL

**Date of Birth** : 23rd JUNE,

**Sex** : Female

**Marital Status** : married

**Nationality** : Indian

**Permanent Address** : H.No.18-4-139/1,

Khaderpura near old head post office

Siddipet, Siddipet (Dist.)

TELANGANA. Pin: **502103**

**Email :** [**palancha.shulmi888@gmail.com**](mailto:palancha.shulmi888@gmail.com)

**Contact Number : 9951561198**

**Languages known :** English, Telugu, Hindi

# DECLARATION

I hereby declare that all the above details furnished are true to the best of my knowledge. If I am given an opportunity, I will strain every nerve to add value to your organization.

Thanking you,

Yours faithfully,

**(P.VEENA RANI)**