**RESUME**

**J. SRUTHI**

E-Mail: sruthi28@[gmail.com](mailto:sravanirash143@gmail.com)

Mobile: 9177538845

Career Objective:

To secure a challenging position in an organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of the organization.

Academic Profile:

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| --- | --- | --- | --- |
| Course | Name Of The Board/University | Year of passing | CGPA |
| SSC | AP Board Of secondary Education | 2016 | 6.7 |
| Intermediate  (C.E.C) | Ap Board Of intermediate | 2016-2018 | 6.94 |
| Degree  (B.Com computer) | Acharya Nagarjuna university | 2019-2023 | 7.0 |

Technical Skills

* Ms OFFICE
* MS EXCEL

Strengths:

* Flexibility and adaptability.
* Hard Working.
* Ability to grasp new things quickly.
* Ability to multitask.
* Sincerity.
* Confident and time management
* Hardworking and task accomplishing
* Able to work round the clock
* Self motivated with a positive attitude

Certificates

* Computer associate with data entry

Hobbies:

* Reading Books
* Listening Music
* Reading NewsPaper
* Learning new things

Personal Details:

* Date of Birth : 28-07-2000
* Nationality : Indian
* Gender : Female
* Marital Status : Unmarried
* Father Name : J.Yesudasu
* Languages Known : Telugu & English.
* State : Andhra Pradesh
* Pin Code : 518102
* Mother tongue : Telugu

Declaration:

I solemnly confirm that all the information furnished above is true to the best of my knowledge and belief.

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| Date:  Place:Hyderabad |  | (J. SRUTHI) |