Madhvarapu Venkata Satya Lakshmi swathi

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CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job

which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

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EDUCATION

**Bachelor of Technology**

Rajamahendri Institute of Engineering and technology Branch: Electronics and Communication Engineering

Percentage: 60.00 Year of Passing: 2017 **Intermediate**

Sri Chaitanya junior college, Rajahmundry

Branch: Mathematics, Physics and Chemistry

Percentage: 68.00

Year of Passing: 2013

**SSC**

Sri Gouthami smart school, Rajahmundry Percentage: 79.5

Year of Passing: 2011

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SUMMARY OF SKILLS

* Good problem solving and analytical skills
* Operating System

Windows XP, Vista, Windows7, Windows 2003, 2008 Server.

* Good at Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint
* Having Knowledge on hardware devices assembling

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PROFESSIONAL EXPERIENCE

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Designation / Department** | **Years of Service** |
| Local Mama (Rajahmundry) | Data Entry | April 2017-Tilldate |

Key contribution

* **Entering** customer and account **data** from source documents within time limits.
* Compiling, verifying accuracy and sorting information to prepare source **data** for computer **entry**.
* Reviewing **data** for deficiencies or errors, correcting any incompatibilities and checking output.

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CO-CURRICULAR ACTIVITIES

* + Participated in the workshop on Design, Simulation & Analysis on Digital and Analog VLSI Design.
  + Undergone internship at **Bharat Sanchar Nigam Limited (BSNL)**

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EXTRA CURRICULAR ACTIVITIES

* First place in dance Competition held at Aditya College intramurals 2015.
* Participated in JNTUK B Zone level Paper Presentation Competition.

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PERSONAL INFORMATION

DATE OF BIRTH: 27-12-1994

FATHER’S NAME: M. Venkata Ramarao MOTHER’S NAME: M. Venkata Lakshmi MARITAL STATUS: unmarried NATIONALITY: Indian

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DECLARATION

I hereby declare that the information provided above is true to my knowledge and I bare responsibility of its contents.

DATE: PLACE:

M.V.S.L.Swathi

[SIGNATURE]