

CURRICULAM VITAE

G V RAJENDRA PRASAD
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Career Objective:

Seeking a challenging career to excel my Performance and looking forward for an opportunity to work in a well projected organization.

EDUCATION:

- SSC (School of Secondary Certificate) from Z.P.H.(BOYS) School, KANDUKUR.
- INTERMEDIATE (O A) T.R.R.Govt.Jr College, KANDUKUR from Board of Intermediate Education, ANDHRA PRADESH.
- DEGREE B.Com (Computers) S.G.S Arts College, TIRUPATI from S.V.UNIVERSITY.
- M com (General) AIMS PG CENTER, ONGOLE from S.V.UNIVERSITY.

TECHNICAL SKILLS:

Packages - MS Office.MS Excel, Power Point
Short Hand - English Lower Grade.

Completed Type writing Higher

WORK EXPERIENCE

- Worked 10 Months as a Data Entry Operator at PM/RO Office in **(ISRO)** Indian Space Research Organization, SDSC SHAR, Sriharikota and one year Apprentice SDSC SHAR.
- Worked 06 Months as a IPO at Karvy MFS (Madhapur) Branch, Hyderabad.
- After job resigned at Karvy MFS after continuation I started Xerox shop And Stationery still going on.
- Online job works letter typing and also shop stationery purchase and Maintain College Canteen also.

NATURE OF WORK

- Inward & Outward dispatch registers maintenance.
- Filing of papers.
- Photo copying of documents & compilation.
- Office Support like attendance maintenance absentees statement preparation, over time summary consolidation etc.
- Movement of files.
- Logistics / vehicle arrangement and coordination. Telephonic reminders for meetings and coordination support for arranging meetings.
- Stock maintenance of office consumable items.
- Assistance in collection of office common stock items from stores and issue with in the division.

Strength:

- Hard working, Team Oriented, Passionate to learn at least Developments in technology.
- Self-motivation, self-belief and perseverance are my strengths and planning with application is my way of doing things and Communication Skills.

PERSONAL INFORMATION

Date of Birth	:	07-08-1987
Age	:	34 Years
Father's Name	:	Mr. Subramanyam. G.
Marital Status	:	Married.
Language Known	:	English, Hindi, Telugu
Nationality	:	Indian
Hobbies	:	Reading Books & Playing Shuttle Badminton
Permanent Address	:	H.No.13-5-1, Andelavari street, Kandukur, Prakasam (Dist.), Andhra Pradesh.

Declaration:

I hereby declare that all the above furnished details are true to the best of my knowledge

Date:

Place:

(G V RAJENDRA PRASAD)