**RESUME**

P. Bala Swarna

Mobile: 9390993168

E.Mail: Pasalabalaswarna6

@gmail.com

**Objective**

Seeking challenging opportunity with an organization where I can utilize my technical skills and

contribute the organization with hard work, dedication, sincerity and patience.

**Academic Education**

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B.Ed from Aurbindo B.Ed

College, Nalgonda with I Division

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B.Sc in

Computer Science from Don Bosco

Acad

emy, Nalgonda

With I Division

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Intermediate from St Joseph Junior College, Hyderabad with I

Division

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SSC

From

Kanukamatha High School, Nalgonda

with 1st Division

**Technical Skills**

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Ms

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Office

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B

rowsing knowledge

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**Strengths**

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Very flexible and adaptable to change.

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Responsible,

Good interpersonal

and team work.

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Learning attitude and logical approach.

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Computer literacy skills in programs that applicable to role,

solid written and verbal

communication skills.

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Good at presentation skills

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Quick learner.

**Personal Profile**

* Name : P. Bala Swarna
* Father name : P. Balaswamy
* Date of Birth : 14/03/1996
* Languages known: Telugu, English and Hindi
* Marital Status : Unmarried
* Nationality : Indian

▪ Address : Dharmapur(V), Madugullapalli (M), Nalgonda (D) Pin Code: 508 217

**Declaration**

I consider myself familiar with the above mentioned aspects. I hereby declare that the above

furnished information is true to the best of my knowledge.

P. Bala Swarna