

CURRICULUM VITAE

Mrs. MAHALAXMI R. REDDY

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Thane : 401107.

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CAREER OBJECTIVE :

- To be a part of Esteemed Organization and render my services to the best of my capabilities.
- To enrich my career with instinctive insatiable desire to learn.
- **Current Status**
Working with “ **MVivek Exports**” since last one years and ten months as an Office Assistant.

EXPERIENCE :

- Worked as a cashier in Nallasupara for one year
- Worked in Neptune Paper Company as an Account Assistant in Kandivali for one and half year.
- Worked in I.S.A.A Fastners (Chennai) as an Office Assistant for three years.

ACCOMPLISHMENT:

- Won Consolation Prize in Friendship Band Making
- Won 2nd Prize in Salad Decoration

EDUCATION QUALIFICATION :

<i>Degree</i>	<i>Year</i>	<i>Board/ University</i>	<i>Percentage (%)</i>
T.Y.Bcom	2007-2008	Mumbai University	56%
H.S.C	2001-2003	State Board	58%
S.S.C	1999-2000	State Board	62%

COMPUTER & ADDITIONAL QUALIFICATION :

- Ms office 2015, Tally 5.4, Dtp, Tally Erp.9, Typing 30 w.p.m.

➤ **PERSONAL DETAILS**

Date of Birth : 20 May, 1983.
Place of Birth : Mumbai
Sex : Female
Nationality : Indian
Marital Status : Married
Language Known : English, Hindi, Marathi & Tamil

INTEREST & HOBBIES :

➤ Doing Creative Activities, Drawing, Painting.

Place :

Yours Sincerely,

Date :

(Mrs. Mahalaxmi.R.Reddy)