*Chavali Jayadeep*

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# *CAREER VISION*

*Seeking p osition to utilize my skills and abilities in the inf ormation technology industr y that of f er* pr of essional gr owth while being resourcef ul, innovative and f lexible.

*Entry level p osition in Customer Service Executive.*

# *TECHNICAL SUMMARY*

* ***MS OFFICE***
  + *Good knowledge in Excel Analyze Tables, Charts & Sp ark lines.*
  + *Good knowledge Word. Comp are and Merge documents.*
  + *Good knowledge Outlook, Auto Rep ly.*
  + *Good knowledge Power Point, Broadcast and Share a Slideshow.*
  + *Good knowledge Access, Cr eate & Design Databases.*

# *TECHNICAL SKILLS*

***Pr ogr amming****: Microsof t Of f ice* ***OS:*** *Windows, Unix*

# *CERTIFICATIONS*

* *Comp leted (****MS OFFICE****) Trained at Sullurup eta.*

# *TECHNICAL PAPERS AND WORKSHOPS*

* *I got second prize on save envir onment conducted at Nellore District Level.*
* *I have cer tif ied at Swami Vivekananda Talent Test.*

# *PERSONAL STRENGTH*

*Conf ident and Determined.*

*Ability to cop e up with dif f er ent situations.* Ef f ective communicator.

*Adap table.*

*Co-op erative with others at work and ability to deal with p eop le diplomatically.*

# *EDUCATIONAL QUALIFICATION*

***Inter mediate*** *f r om Vikram Junior College in 2017 with p ercentage of 58.5 Senior Secondary* Boar d.

***10th*** *f rom Z P Boys High School, Tada in 2015 with CGPA of 8.2, State Board.*

# *Place: Chavali Jayadeep*

***Date: (Signatur e)***