

PALEPU SANTOSHKUMAR



OBJECTIVE

1.My organisation and research skills will help me support internal and external communications as an administrative assistant with Acme Inc. 2.Interested in expanding my skill set through external training to boost all major front desk. 3.Looking to implement time-saving measures for executives through the use of organizational skills.



EXPERIENCE

- **Sri krishna jewellery pvt.ltd (Dru gold pvt.ltd)**

01/06/2021 - Till now

Sales executive

- **Vijayawada municipal corportion**

02/02/2020 - 30/5/2021

Bill collector and mapping sector

- **Kallam textials pvt.ltd**

05/04/2019 - 31/01/2020

Ast.electrical engineer



EDUCATION

- **Vasireddy venkatadri Instute of technology(vvit)**

2014 -2018

Electrical and Electronic Engineering

B grade

- **NRI instute of technology**

2012 - 2014

M.pc

B grade

- **Sai Adithya public school**

2009-2012

Board of secondary education

B grade



CONTACT

@ santoshpalepu97@gmail.com

919959554707

D.N.6/12 Rajeeve nagar colony
Yanamadala village Prathipadu
mandalam Guntur distric Andhra
pradesh 522019



SKILLS

Communication Customer
service Problem-solving Time
management Leadership