

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 corporation

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 Institute of technology(vvit)

2014 -2018

Electrical and Electronic Engineering
B grade

NRI institute of technology

2012 - 2014

M.pc
B grade

Sai Adithya public school

2009-2012

Board of secondary education
B grade



CONTACT

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Yanamadala village Prathipadu
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SKILLS

Communication Customer
service Problem-solving Time
management Leadership