

# RESUME

## RAMYA SRI LAKSHMI

Vidyaranyapura,560097  
Benguluru.  
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### CAREER OBJECTIVES:

Aim to be associated with a progressive organization which offers an excellent atmosphere to prove myself by utilizing all technical knowledge into practice and profit myself with experience and valuable knowledge for the development and growth of the organization.

### ACADEMIC DETAILS:

#### ■ INTERMEDIATE

COLLEGE : REGENCY JUNIOR COLLEGE.  
BOARD : ANDHRAPRADESH BOARD.  
GPA : 9.54

#### ■ SECONDARY SCHOOL CERTIFICATE (SSC)

SCHOOL : SRI CHAITANYA SCHOOL.  
BOARD : ANDHRAPRADESH BOARD  
GPA : 10.

### COMPUTER PROFICIENCY:

■ Office Automation : Microsoft Office, Excel.  
■ Technical Knowledge : Tally, Typing

### HOBBIES & INTERESTS:

- Interact with people
- Travelling
- Learning new skills

## **PERSONAL SKILLS:**

- Excellent problem-solving skills and a self-starter.
- Takes initiative and works independently or as a part of a group.
- Well organized and easily meets deadlines.
- Good in communication skills.
- Positive attitude and quick learner.
- Personality development.

## **PERSONAL INFORMATION:**

■ Name	:	Ramya Sri Lakshmi.
■ Father's name	:	Saibabu.
■ Date of birth	:	31 AUG 2003.
■ Marital status	:	Unmarried.
■ Gender	:	Female.
■ Languages known	:	English, Telugu.
■ Nationality	:	Indian