

RESUME

BOLLU POOJITHA

Contact No : +91 9010526462

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CAREER OBJECTIVE

I am seeking a job in competitive and challenging environment to be a part of an organisation where I can get the chance to utilize my communication and technical skills and put all my hard work and sincerely for the success of the organisation and my self.

EDUCATION:

Qualification	Name of institute	Board/University	Year of Passing	GPA
Graduate	Siddartha Educational Academy Group of Institutions	JNTU Ananthapur	2024	Pursuing Expected 8.0
Intermediate	Sri Chaitanya junior college	Board Of Intermediate	2019	8.9
SSC	M.G.M.C High School, Tirupati	Secondary School	2017	9.0

PERSONALS:

- A Self-motivated team facilitator, with confidence and commitment
- Willingness to learn, adapt new technology in very short period of time
- Positive Thinking and Good Communication Skills
- Smart Work
- Punctual and Patience

ACHIEVEMENTS:

- Awarded a certificate of excellence in poster presentation about Nano technology.
- Awarded a certificate of excellence in Technical Quiz.
- Awarded a certificate of excellence in badminton.

EXPERIENCE:

- Fresher

TECHNICAL SKILLS:

Skills:

EMPLOYEE RESOURCE GROUP- Experience - 6 months

ENTERPRISE RESOURCE PLANNING- Experience - 6 months

ERP- Experience - 6 months

MS OFFICE- Experience - 6 months

Tally- Experience - 6 months Company Details

PERSONAL PROFILE:

- Name : B. Poojitha
- Father's Name : B. Harinath
- Date of Birth : 27-07-2003
- Gender : Female
- Age : 20
- Hobbies : Reading books, Cooking, listening music.
- Languages known : Telugu, English.
- Nationality : Indian
- Address : 3-37, Hathi Ramji colony, Bairagipatteda,
Tirupati, Andhra Pradesh.

DECLARATION:

I hereby declare that all statements made here are true the best of the knowledge and belief.

Date: 12-07-2023

Place: Tirupati.

B. Poojitha

Signature: