

SAI KIRAN

Student

CONTACT

- 📞 123-456-7890
- ✉️ webdeveloper@hello.com
- 🌐 www.snoop.com

EDUCATION

B.E./BTECH

Sreenidhi Institute of Science & Technology - SNIST

(2021-2025)

SUMMARY

Executive assistant with five years of experience optimizing efficiency, productivity, and service quality across multiple environments. Reliable support specialist that blends advanced organizational, technical, and business acumen.

SKILLS

- Event Planning
- Communication Skills
- Problem solving
- Team Management

LANGUAGE

Fradel and Spies (2012 – 2016)

- ENGLISH
- TELUGU
- HINDI

COMPUTER SKILLS

- PYTHON
- C LANGUAGE
- JAVA
- HTML
- CSS