

Deekonda Swathi
Kachiguda, Hyderabad.

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CAREER OBJECTIVE

- "Seeking an entry-level position to apply my skills in Microsoft Word, Excel and Powerpoint, Knowledge on Accounts. Eager to learn, contribute, and grow in a dynamic environment while gaining Experience on Accounts topics.

STRENGTHS

- Proven expertise in planning, organizing, and managing projects effectively.
- Good communication with a collaborative at work area.
- Highly adaptable and flexible, thriving in various team dynamics.

SOLID ACADEMICS FOUNDATIONS

- **Degree:** Earned a strong 76% from Kakatiya University in 2023.
- **Intermediate Education:** Achieved a commendable 80.4% from the Board of Intermediate Education in 2020, showcasing consistent academic performance.
- **Secondary Education:** Completed SSC with a 75% from the Board of Secondary Education in 2018, establishing a solid educational foundation

TECHNICAL SKILLS

Microsoft Word:

Creating and formatting documents, working with templates, Inserting tables, Applying styles, headers, and footers, Making good Attractive Documents.

Microsoft PowerPoint:

Creating and designing presentations, Adding and formatting text, images, and multimedia elements, Applying slide transitions and animations, Familiarity with slide master and layouts, Delivering engaging presentations confidently.

Microsoft Excel:

I have a foundation level of Excel knowledge, securing data with rows and columns. Creating excel sheet links and managing excel sheets.

PROJECT.

- Study of comparative state bank and access bank.

Achievements

- Participated and won prizes in various Competitive Examinations.
- 2000 cash prize and certificate from Ellosa foundation by the grading of 10th 3 ranker.

Hobbies

1. Internet Surfing
2. Listening Music
3. Playing Games
4. Watching Movies

PERSONAL PROFILE

Name : Deekonda Swathi
Fathers Name : Deekonda Venkateswarlu
D.O.B : 3rd of February.
Gender : Female
Marital Status : Un-Married
Nationality : Indian.
Languages Known : Telugu, Hindi & English
Passionated : Gardening & Playing Chess.

DECLARATION:

I hereby declare that the above furnished information is true to the best of my knowledge.

Date: 25-03-2025

Place: Hyderabad

(Deekonda Swathi)