

**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.

## STRENGTH

- 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

- **Master of Bussiness Applications:** Pursuing MBA at Osmania University and I had 9.8/10 points scored previous terms.
- **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.

## Strengths

- 1.Positive thinking.
- 2.Time Management.
3. Good communication skills
4. Self -Motivated

## Achievements

- Participated and won prizes in various Competitive Examinations.
- 2000 cash prize and certificate from Ellosa foundation by the grading of 10<sup>th</sup> 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		: 3 <sup>rd</sup> 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)