

## **SAI SINDHURA DEVI.M**

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### **OBJECTIVE:**

To associate with an organization that provides me a work environment that gives me an opportunity to utilize my skills to the most and upskill my learning that enables me to grow along with the organization.

### **EDUCATIONAL QUALIFICATION:**

- B. Tech in **Electronics and Communication Engineering** (2016-2020) from **Sri Chaitanya Technical Campus**, Ibrahim patnam with 64% aggregate.
- Completed **Intermediate** from the **T. S. W. Residential School/Junior College(girls), Pochampad, Nizamabad** in the year 2016 with the aggregation of 80% aggregate.
- Completed **S.S.C** from the **K.G.B.V High School, Mugpal, Nizamabad** in the year 2014 with 80.75% aggregate.

### **SKILLS:**

- Good level of proficiency in Microsoft Excel, MS Power point, MS Word.
- Good Knowledge in Accounts like Tally Software.
- Time Management Skills.
- Critical thinking Skills.

### **PROFESSIONAL EXPERIENCE:**

- Present working as Administrative Officer in **Quentech Software Pvt Ltd** from 02/12/2021 to Till Date. Managing Accounts and the Business Activities.
- Six Months of Working Experience in **SBI Backend Bank Operations** as a Team Member (23-05-2021 to 30-11-2021).
- Five months of working Experience in **ICICI Bank Credit Card Operations (I-Process)** as a sales employer (02-02-2021 to 15-06-2021)

## **ACADEMIC PROJECT:**

DESIGN OF A POWER OPTIMAL REVERSIBLE FIR FILTER FOR SPEECH SIGNAL PROCESSING.

## **STRENGTHS:**

- Self-confidence, Total Commitment, patience and positive attitude towards situations in Life.
- Ability to set Goals and achieve them on a regular basis
- Has strong ability to learn new technologies in short span and implement it
- Flexible, Positive, and Creative in a dynamic work environment

## **PERSONAL DETAILS:**

<b>Name</b>	:	Muthineni Sai Sindhura Devi
<b>Father's Name</b>	:	Samba Shiva Rao
<b>Date of Birth</b>	:	21-06-1998
<b>Nationality</b>	:	Indian
<b>Gender</b>	:	Female
<b>Marital Status</b>	:	Single
<b>Languages Known :</b>		English, Telugu.
<b>Hobbies</b>	:	Playing Chess, Listening music

## **DECLARATION:**

I hereby declare that the above information's are true to best of my knowledge.

**Place: Hyderabad.**

**(Sai Sindhura Devi. M)**