

RESUME

J SARITHA
+91 7396161262

CAREER OBJECTIVE

Desired to work in a professional and corporate atmosphere by seeking position in a reputed company that enables me utilize my skills effectively for growth of both self and organization.

EDUCATIONAL QUALIFICATION

Degree/ Examination	School/Institute	Board/University	Percentage
B.Sc	Dedewan Bahdur Degree College	Osmania University	70%
Intermediate	Govt junior college	Board of Intermediate	65%
S.S.C	Wesley Girls High School	Board of Secondary Education	75%

CERTIFICATION COURSE

- Completed Communication & Foundation Skills Course in Basic Computer & English at Nirnaya - Tech Mahindra Smart Centre.

EXPERIENCE

- Worked as a Tele caller in Magus Customer Dialog Pvt Ltd for 9Months (Airtel SIM Activation Process).
- Present working as a Process Associate for iGlobe Solutions.

TECHNICAL SKILLS

- Application Packages : MS OFFICE
- Internet Browsing

STRENGTHS:

- Punctuality
- Positive approach
- Hardworking
- Self-Motivation
- Willingness to learn new things

HOBBIES:

- Playing outdoor games
- Painting

PERSONAL DETAILS:

Name : J SARITHA
Father Name : J RAVIDER
Date of Birth : 28-12-1995
Languages Known : English, Hindi, & Telugu.
Address : Secunderabad, Hyderabad.

Declaration:

I hereby give my declaration what I have mentioned above information with all my best that I will work Sincerely and faithfully.

Place: Hyderabad

(J Saritha)

Date: