

RESUME

SWATHI R B

Mobile: 7259258482

E-mail: swathireddy7170@gmail.com

OBJECTIVE

Seeking a challenging position where I can utilize my technical and interpersonal skills thereby excelling in my domain and hence serve the organization to the best of my abilities with my hard work.

EDUCATIONAL QUALIFICATION

- SSLC
- DIPLOMA

COMPUTER SKILLS

- BASIC COMPUTER
- MS -WORD
- MS-EXCEL
- POWERPOINT
- INTERNET

WORK EXPERIENCE

- Computer operator and Data Entry in Angels High School 7years Experience.

PERSONAL STRENGTHS

- Positive attitude towards work
- Critical thinking and problem solving skills
- Ability to adapt and adjust to different environment and situations
- Quick Learner

PERSONAL DETAILS

Husband Name : Rajashekhareddy

Date of Birth : 16/06/1998

Gender : Female

Languages : English,Kannada,Telugu

Thanking You...

Place:Bangalore

Date:-

Yours sincerely
(Swathi.R.B)