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| MoulikaMoulika.327777@2freemail.com **Career Objective:**  My goal is to become associated with a company Where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation. **Educational Qualification:** * B.Tech , **Computer Science & Engineering** ,ASEC,2013.

 * Intermediate, **M**.**P**.**C** , Kakatiya Girls College, 2009

 Specialization: Mathematics, Physics, Chemistry.**Abilities:** * Capability to work for long hours.
* Adaptive to new group of working environment.
* Willingness To learn new things.
* Finding more number of ways to complete a work.
* Extensive medical knowledge.
* Ability to multi task.
* Detail-Oriented.

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| **Experience:** |

**Nth Wall Entertainment Pvt Ltd**.(July,2013 – August 2015 )Nth Wall Entertainment Pvt Ltd(www.nthwall.com) **My Role**: Receptionist & Data Entry Operator.**Responsibilities**:* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
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|  **Computer Skills:*** Office Automation Tools : MS-OFFICE, excel .
* Operating System: Windows 7, Windows XP.

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| **Personal Details:** |

Date of Birth : April 4th,1992.Gender : FemaleMarital Status : Married ( Currently on Dependent Visa).Nationality : Indian.Languages Known: Hindi, Telugu, and English.Hobbies : Badminton, Net Surfing **Declaration:**   I hère by declaring That the above-mentioned information Is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.   |