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| Moulika  [Moulika.327777@2freemail.com](mailto:Moulika.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.  |  | | --- | | **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.  |  | | --- | | **Personal Details:** |   Date of Birth : April 4th,1992.  Gender : Female  Marital 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. |