sharanya

[sharanya.329692@2freemail.com](mailto:sharanya.329692@2freemail.com) 

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| **OBJECTIVE:** |

Quest to explore my potential and acquire skills which will help me to pursue my career with a premier organization in challenging and creative environment which gives me ample opportunities to learn and serve where the organizational goals and my career growth moves in tandem. I am dedicated and confident about adding value to the organization.

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| **WORK EXPERIENCE : Office Administrator/HR Assistant- 1 yr 2 months** |

**Employer: HDFC Bank, Nizamabad, India.**

**Duration: July 2015 to Sep 2016(1 yr 2 months)**

**Roles & Responsibilities:**

* A team player with managerial and administrative skills that can coordinate and motivate personnel to attain company goals while maintaining high quality standards.
* A professional with excellent client relations skills, driven by new challenges. Customer & internal coordination through phone & mail.
* Worked in a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.
* Good knowledge of posing as a first point of contact and managing the front desk. Filling applications for Account openings & closings, any new requests.
* Professional in Book keeping, Filing and thus find and obtain information and documents quickly.
* Responsible for handling the petty cash and keeping the record of expenses.
* Responsible for maintaining the records of office inventory. Checking the availability of stationary and other required things and ordering for them.

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| **EDUCATIONAL QUALIFICATION:** |

* **B.Tech\_Bachelor of Technology in Computer Science**, with 67% marks in 2015

From Jawaharlal Nehru Technological University, Hyderabad.

* Intermediate with Maths as main Subject, with 82% marks in 2011

From Board of Intermediate Education Andhrapradesh.

* SSC\_Secondary school certificate, with 61% marks in 2009,

From Board of Secondary education, Andhrapradesh.

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| **ACHIEVEMENTS:** |

* State level Basket Ball player, under 16 category.
* An NCC\_National Cadet Corps candidate & was troupe leader for 2 years.
* Worked as CR\_ Class Representative throughout my 4 yrs engineering study.
* Organized & Hosted various college festivals.

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| **SKILL SET:** |

* Good Knowledge of Tally 7.2 & 9.0 ERP software, Certified in Tally 9.0 ERP
* Proficient in MS-Office (Outlook, Excel, Word), Internet savvy.
* Languages : C, C++, Java
* Database : Oracle, SQL, PL/SQL
* OS : Windows (XP, 7, 8, 10)

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| **INTERPERSONAL SKILLS :** |

-Confident, time management capability.  
-Can work efficiently in a group as well as an individual.  
-Self motivated, hard working and goal-oriented with a high degree of flexibility, creativity and commitment.

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| **PERSONAL INFORMATION :** |

Gender : Female

Marital Status : Married

Date of Birth : 23-11-1993

Languages Known : English, Hindi and Telugu

Interests : Knowing about new things & Browsing Internet

Hobbies : Playing Basketball, Badminton & listening to music

Visa : Visit Visa (valid till 23rd FEB, 2017)