**RESUME**

SRIDHAR

SRIDHAR.350456@2freemail.com

 **CAREER OBJECTIVE**

To obtain an entry level position in a reputed organization, where I can use my skills and abilities for the growth of the organization and where there are bright chances for the improvement of my career.

**ACADEMIC PROFILE**

* B.sc (2003-2006)

Institution : M.A.M.M.V.NDegreeCollege, Mancherial

University : KakatiyaUniversity

Specialization : B.sc (electronics)

Year of passing : 2006

**COMPUTER PROFICIENCY**

Operating system : MS-Dos, MS Windows

Office Automation : MS-office (Word, Excel, Powerpoint, Access)

PGDCA, C, C++, HTML

**Work Profile**

Company : **Anjan Tours & Travels.**

Designation: Assistant Travel Consultant.

* Promoting and marketing the business.
* Dealing with customer queries and complaints.
* Providing advice about visas or passports.
* Managing budgets.
* Maintaining statistical and financial records.
* Meeting profit or sales targets.
* Preparing promotional materials and displays.
* Keeping clients up to date with any changes.
* Dealing with complaints or refunds.

  **DECLARATION**

I hereby declare that the information given above is true to the best of my knowledge. I swear that if I selected, I will abide by the service and conduct rules of the firm.