**CURRICULUM VITAE**

**SUDHARANI**

**SUDHARANI.365671@2freemail.com**

**CAREER OBJECTIVE**

Seeking a position in an organization to excel, to learn and deliver the best of my abilities and given tasks.

**EDUCATIONAL QUALIFICATIONS**

 Board of Intermediate

**EDUCATIONAL PROFILE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COURSE** |  | **INSTITUTION** | **UNIVERSITY/BOARD** |  | **% MARKS** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |
| SSC |  | NIRMALA HRUDAYA | ANDHRA PRADESH |  | 82.60% |  |  |
|  |  | SCHOOL,NIZAMABAD |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | GOUTHAMI COLLEGE | ANDHRA PRADESH |  | 91.8% |  |  |
| INTER MEDIATE |  | NIZAMABAD |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**SOFTWARE SKILLS**

* Ms office (word, excel, powerpoint, outlook)
* Internet

**WORK EXPERIENCE**

●Worked As A Receptionist/admin For Fakih Group of Companies U.A.E From 15-10-14 to 30-01-17.

● Worked As A Receptionist/admin For Jasper Industries Pvt Ltd H.Y.D 15-10-14 to 30-01-17**.**

**DAY TO DAY RESPONSIBILITIES**:

* Reads and routes incoming faxes, incoming & outgoing mail. Locates and attaches appropriate file to correspondence to be answered by the concern person.
* Answers and screens incoming calls.
* Prepares outgoing mail and correspondence, including e-mail and faxes.
* Orders and maintains supplies, and arranges for equipment maintenance.
* Entertains and assist the visitors
* Develops and maintains confidential or complex files.
* Prepares invoices and payments of claims, requisitions, purchase orders and other fiscal duties.
* Keeps calendar, sets up meetings, makes travel arrangements and appointments for the employees.
* Maintains office filing and information storage systems, performs information filing and retrieval services, and maintains databases, correspondence files, information files, mailing lists, and related information.
* Ensures that all copy of all documents passed sent/received between parties is held securely and will readily available.

**ACTIVITES OF INTEREST**

* Listening Music
* Travelling,
* Playing & Making Fun Around with Friends

**STRENGHTS**

* Confidence
* Team Work
* Hard work

**DECLARATION**

I hereby declare that all the information furnished by me in my resume is true to the best of my knowledge and belief.

(**SUDHARANI**