**CURRICULUM VITAE**



**PERSONAL DETAILS**

Name: PAVANI

DOB: 14 June 1993

Marital status: Married

Nationality: Indian

Current location: Sharjah (U A E)

Availability:  Immediate

Email: pavani.370112@2freemail.com

**CAREER OBJECTIVES**

Seeking a challenging career position where my people management skills can be effectively utilized by a company offering long-term opportunities for professional growth in recognition of dedication, drive, and superior performance. Self-motivated with strong analytical and inter-personal skill, looking for an opportunity to build up a good career

**WORK EXPERIENCE**

Having 2 year of experience as a computer operator in Narayana junior college, Kukatpally, Hyderabad-072

**EDUCATION**

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**M.SC**

Bapatla engineering college Andhra Pradesh

Specification: Computer science

Percentage: 75

**BSC computers**

**Sri Harshini degree College (Ongole)**

Acharya nagarjuna University

Specification: M.E.C

Percentage: 68

**Pre-University**

State Board of inter mediate Andhra Pradesh

Specification: MPC

Percentage: 74.44

**SSLC**

**B.V.Subbaiah high school, (Prakasam dt)**

Andhra Pradesh State Board

Percentage: 82

**SKILLS**

•        Possess good educational background with post-graduation in M.SC.

•        Possess good people management & mentoring skills.

•        Team Player, having effectively interacted with superiors, peers and colleagues.

•        Good communication and presentation skills.

•        Possess good typing speed and technical skills.

•        Assist in business development and manage client relationship.

•        Knowledge about MS office, word and excel.

•        Ability to handle and work with a team.

•        Ability to work under pressure.

•        Self-confident.

•        Quick learner.

•        Time management.

 **LANGUAGES**

•        English: fluent read write speak

•        Hindi: Basic read write

•        Telugu: fluent read write speak

 **DECLARATION:**

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

Awaiting an early response

                                                                                                               Yours faithfully

                                                                                                              PAVANI