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| RESUME |

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| ABBURI |  |
|  | email : [abburi.370500@2freemail.com](mailto:abburi.370500@2freemail.com) |

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| OBJECTIVE |

Seeking a challenging and rewarding opportunity with a reputed organization which recognizes my true potential while nurturing my analytical and technical skills. Anticipating a position in which my experience can be a positive influence on the growth of company.

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| PROFILE |

* Competent, diligent and result-oriented professional, having an inborn quantitative aptitude & determined to carve a successful and satisfying career in the industry.
* Good organizational skills and time management skills.
* Energetic and capable of working independently and a good deal of autonomy.
* Proficient typing skills, computer skills and knowledge of relevant software packages.

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| Work Experience |

* DUTCO BALFOUR BEATTY, DUBAI, UAE.
  + Data Entry Operator (From 01st September 2016 to Present)
    - Preparing reports for all material deliveries such as concrete, rocks and assisting the commercial department with accurate cost reports.
    - Collaborated with various departments and offices for all activities and ensured efficiency.
* ADDS, Telangana, India.
  + - Making Shop Ads, Birthday, Ads, Festival Ads etc.

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| ACADEMIC QUALIFICATION |
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| Course | Institution | Board Of Study  /University | Year of completion |
| 12th (Intermediate) | Narendhera Co-Junior College  Metpally. (Karimnagar Dist.) | State board of Telangana | 2016 |
| 10th  (SSC) | Sri Sai Chaithanya high School e/m  Metpally. (Karimnagar Dist.) | State board of Telangana | 2014 |

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| Computer Skills |

* M.S Office (Word, Excel & Power point), internet browsing & email.
* Operating Systems: Win 98 & XP.

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| Interests & Hobbies |

* Sports – Cricket, Chess & Volley Ball
* Reading Books, Writing Poems, Watching

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| Added Credentials & Strong Areas |

* Confidentiality & Creative thinking
* Receptive to guideline from senior professionals
* Teaming up with the colleagues
* Optimistic in nature

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| Present Address |

RANADEEP ,

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| Personal Particulars |

Date of Birth : 05/03/1996

Marital status : Single

Sex : Male

Nationality : Indian

Languages known : English, Telugu (Read/Write-Fluent)

: Hindi (Moderate level)

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| DECLARATION: |

I hereby declare that the above mentioned particulars are correct and complete to the best of my knowledge.

Place : Dubai