**Dyaga Praveen**

**Email:** **praveendyaga07@gmail.com**

Phone:055-4832947

Nationality: INDIA

VISA STATUS: EMPLOYEEMENT Valid till:30/05/2025

**Objective**

 To utilize and apply my knowledge, skills that I have acquired throughout my educational career which would enable me as a graduate in “**Bachelor of Science**” to grow and to provide better solutions to the societal problems and to accelerate growth of the organization I work with to the best of my ability while fulfilling organizational goals.

 **Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **University/ Board** | **College/ School** | **Year of passing** | **Percentage** |
| Bachelor of Science(B.Sc) | Osmania University, Hyderabad | Narendra Degree college, Armoor. | 2010 | 71% |
| Intermediate | Board of intermediate education, Andhra Pradesh | Sri yagna college, Armoor. | 2007 | 70% |
| S.S.C | Board of secondary education, Andra Pradesh | Zilla parishad high school, Mothe. | 2005 | 72% |

**EXPERIENCE**

**Organization: Avani developments, hyd,India.**

Occupation :General helper

Duration :2018to2022

1. Clean offices and meeting chambers recreational facilities
2. Dust all furniture fixtures as required
3. Wash and disinfect all wash room floors, toilets hand dryers.
4. Replacing toilet tissue and soap needed
5. Handle customer complaints in a sympathetic and efficient manner.
6. Provide administrative support to general manager.

7.Open and close office every day. Maintain office clean and prepared drinks

**2.Organization**  : **Al qalaa real estate Brokerage LLc ,Fujairah UAE**

Period : From February to June 2023

Designation : Assistant accountant

1. Prepare monthly and weekly reports

2. Invoicing and collections

3. writing cheques manually and maintaining cheque book

4. Entering daily sales and expenses

5. Managing employees details and preparing month end balance sheet

**STRENGTHS**

* Hard Working Nature.
* Easily adjustable in any group.
* Confident & Punctual.
* Friendly in Nature.

**Computer skills**

* Ms word,excel.
* Browsing Internet.

**Personal details**

* **Name :- DYAGA PRAVEEN**
* **Father’s Name :-** RAJANNA
* **Mother’s Name :-** BUDHEVI
* **Date of Birth :-** 14/02/1990
* **Nationality/Religion :-** Indian / Hindu
* **Marital status**  **:-** Married
* **Gender :-** Male
* **Languages Known :-** English, Telugu, Hindi,
* **E-mail Address :-** Praveendyaga07@gmail.com
* **Contact Number :-** 055-4832947
* **Pass port Issue**   **:-** 16/11/2015
* **Pass port Expiry** **:-** 15/11/2025

**Declaration**

 I declare that the information and facts here in above stated are true and correct to the best of my knowledge and belief.

 **DYAGA PRAVEEN**