



NAGARANI KONDA



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UAE, Sharjah

PERSONAL PROFILE:

DOB:04/02/1994

Nationality: India

Marital Status: Married

Languages known: English, Telugu

Passport Number: U6723598

Visa Status: Family visa (Spouse)

CARRER OBJECTIVE:

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills.

SKILLS:

- Microsoft Office
- Microsoft Excel
- Microsoft Word
- Power point

EDUCATION QUALIFICATIONS:

SSC- Zilla Parishad High School. Telangana, India. 2009-2010

Obtained 83%

Intermediate -Govt Jr College. Telangana, India. 2010-2012

Obtained 81%

D.E d-UK College of Elementary Education. Telangana, India.

Obtained 92%

DEGREE-SRK Degree College. Telangana, India.

Obtained 73%

WORK EXPERIENCE:

DATA ADMINISTRATION:

- Produced monthly reports using advanced Excel spreadsheet functions.
- Assisted with receptionist duties, file organization and research and development.
- Obtained scanned records and upload them into the database.
- Maintain ongoing communication with relevant department to confirm accurate data delivery, reducing errors by 45%.
- Verified data space prior to entry to maintain high accuracy.

DECLARATION:

I here to declare that all above information is true and correct as per my knowledge.

Date: 01/12/2023

Place: UAE(Sharjah).

(k.Nagarani)