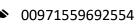


# NAGARANI KONDA



kondalaharika892@gmail.com



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 72%	

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).