



**NAGARANI KONDA**

 00971559692554

 [kondalaharika892@gmail.com](mailto: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 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)