



SWETHA SIRIMALLA



+971 569549568



Swethavengala231@gmail.com



Almankhool, Bur Dubai, Dubai, UAE.

Experience

- Worked as Data entry operator at Adarsha law college, Hanamkonda, Telangana for two years | 2019-21
- Worked as Receptionist at Srinidhi clinical center, Hanamkonda, Telangana for Two years | 2017-2019
- Worked as Cashier at Neelima kiranam & general store at Warangal for one year | 2016-17
- Worked as Sales girls at Ramnivas, Hanamkonda, Telangana for One year | 2015-16

Education

- **Postgraduate in M.A Economics**
SDLCE, Warangal | 2013-2015
- **Bachelor of education in social studies and Telugu**
Kakatiya University Warangal | 2009-2010

Skills

- **Operating Systems:** Windows XP/7
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint & Outlook).
- Ability to learn new processes quickly
- The patience and ability to engage customers / Candidates in conversation.
- Good sales ability.
- Customer service

Languages

- Telugu
- English

Personal Details

- Full Name - Swetha Sirimalla
- Gender - Female
- Marital Status - Married
- Nationality - Indian
- Current Location - Dubai, UAE.
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