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| **Kolli Venkata Ramesh,** | **RESUME** |  |
| **s/o Srinu,** |  |
| **D.NO:5-146/1,** |  |
| **Reddy Vari Street,** |  |
| **Pentapadu,** |  | **Email:** venkataramesh06@gmail.com |
| **Pantapadu (md),** |  | **Contact: +91-9381578243** |
| **West Godavari dist- 534166 Andhra Pradesh** |  |  |
| **Career Objective:** |  |  |

To gain knowledge from all filed and using the best of my competency and abilities for the growth of the company and my self

# Professional Summary:

* Having **7** years as a experience as a Computeroperator.
* Having good knowledge in a Ms Office and Ms Excel.
* Soft spoken, suave and pleasingpersonality.
* Capable of handling day to dayoperations.
* Interested to learn & upgrade my skills as required by theorganization.

# Work Experience:

* Working in **MEESEVA** as a Computer Operator (PENTAPADU) from May 2016 to till now.
* I Had Some Online Technical Skills Training Learning Certificates Available

# Professional Qualifications:

* Bachelor of commerce from **D.R.G GOVERNMENT DEGREE COLLEGE** (2012-2015),at Pentapadu.
* Intermediate (C.E.C) in C.V RamansJunior College, (2008-2012), atPentapadu
* Secondary education in G.P.B SCHOOL (2008), atPentapadu

# Cultural Activities & Hobbies:

* Organized Radio as a part of our College Annual daycelebrations
* Organized by as event coordinator of Batmenton and kabbadiin sports and games

# Computer Knowledge:

* MSOffice
* MS Excel
* Ms Powerpoint
* Operating system : Microsoft XP2007/08/10

# Personal Profile:

DateofBirth : 06thFeb 1993. Father’sName : Srinu

Gender : Male.

MaritalStatus : Unmarried. LanguagesKnown : English,Telugu.

# Declaration:

I hereby declare that all the above information is true and correct to best of my knowledge.

# Date:

**Station: (KOLLI VENKATA RAMESH)**