

RESUME

Kavya.S
D/o Shivakumar.S
House No.14, Ward No.83
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Kadugodi Post,
Bangalore-560067.

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CAREER OBJECTIVE:

To be recognized as an efficient & competent individual having good interpersonal and technical skills. Being a hard worker with a positive attitude, I aspire to prove my talent in fast moving techno world.

PROFILE :

Dedicate to Comprehensive Background providing quality instruction and Fostering Positive Learning Environment.

A highly energetic and enthusiastic individual.

EDUCATIONAL QUALIFICATION:

- S.S.L.C
- 2nd puc

EXPERIENCE:

- Worked in Maple International school as (Admin)for 1 year

Job Role :

- > It deals with Finance and oversee administrative tasks in school.
- >Preparing, Organizing Storing information in digital form and updating day to day activity to head of the administrate . My role was communicating with wide range of people, handling budgets and keeping all educational projects on track, where even includes of maintaining maids and driver's.

- Worked in black buck (IT Vaswani Groups as Document Verification) for 1 year 06 months

Job Role:

>Mainly I worked in black buck as a Document Verification that concludes of complete (KYC Process). My role was verifying the Documents and the leads were given by company itself and even I had monthly targets to be completed ,here I were working under the manager.

>My motive is to complete the given target and achieving on time.

STRENGTHS :

- Positive attitude
- Quick Learner, Hard worker
- Energetic and Self Motivated
- Good Leadership Qualities

LANGUAGES KNOWN:

- English
- Kannada
- Tamil
- Hindi
- Telugu

COMPUTER SKILLS:

- Basics in Computer
- Microsoft Excel
- Microsoft Word
- Power point

Hobbies :

- Listening to Music
- Dancing
- Watching News
- Explore Different Things (Historical places/Travelling)

PERSONAL PROFILE:

Name	:	kavya.S
Father name	:	Shivakumar.S
Gender	:	Female
Religion	:	Hindu
Date of Birth	:	22-03-2002
Marital Status	:	Unmarried
Nationality	:	Indian

DECLARATION:

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

Place: Bengaluru

Date:

Yours Faithfully

Kavya.S