

Shireesha

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CAREER OBJECTIVE:

Seeking a suitable position in an organization of repute where I can apply & enhance my skills, Competency and knowledge in contributing to the productivity of the organization.

Educational Qualification:

Course	Institution	Percentage	Board/University
B.com	Jyothirmayi degree college	79%	Rayalaseema University Kurnool
Intermediate	Sri media v junior college	83%	State of intermediate board AP
SSLC	Milton high school	88%	AP Secondary Education Examination Board

Technical Skills

- Microsoft Word
- Microsoft Excel
- Basic SAP ARIBA

Personal skills

- Quick learner
- Possess good communication skills and Interpersonal skills.
- Ability to inculcate good team spirit
- Can effectively maintain work life balance.
- Self motivated

Experience

- Intership at TCFM company (7 months in 2021)
- Front desk receptionist at KAIG group company(NOV 2024- APRIL 2025)
- Front desk receptionist at Praja Properties India Pvt Ltd (MAY 2025-Till now)

Personal Details:

- Name - Shireesha
- Date of birth -15.06.1998
- Gender -Female
- Marital status -married
- Language Proficiency - Kannada and English.
- Hobbies -Dancing, Singing and Painting.
- Address - HNo: 15 / 28, L.B. Street, Adoni – 518301.
Kurnool(Dist) A.P.

Declaration:

I here by declare that the above furnished information by me are true to the best of my knowledge and belief. If given an opportunity I would be thankful & would try my best.

Thanking you
Shireesha