**CURRICULUM VITAE**

**Reema Naidu**

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# CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organization goals.

# ACADEMIC CREDENTIALS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Branch** | **Institute/University** | **Percentage** | **Year of passing** |
| M.B.A | Human Resource & IT | Malwa Institute of Science & Technology Indore  (DAVV) | 66.5% | 2016 |
| B.E. | Computer Science & Engineering | Shri Vaishnav Institute of Science & Technology Indore  (RGPV) | 65.5% | 2014 |
| Polytechnic Diploma | Computer Science & Engineering | Women’s Polytechnic College Indore.  (RGPV) | 71.56% | 2011 |
| High School Certificate Examination | All Subjects | St. Mary’s Higher Secondary School, Mhow  (M.P. BOARD Bhopal ) | 78.8% | 2007 |

# TECHNICAL SKILL

|  |  |
| --- | --- |
| TECHNOLOGICAL SKILL | C, C++, Basic knowledge of language, Online Work, Software Maintaining. |
| BASICS | Ms Office, Ms Word, Ms Excel, Ms PowerPoint |

# STRENGTH

* High Degree of hard work.
* Easily adjustable in new environment.
* Eager to learn new things.
* Good Communication skill.

# EXPERIENCE

* MGM English Medium School as an Office Executive for 3 years.
* Medi-Caps International School as an Office Executive (currently working).

# PERSONAL INFORMATION

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| **Fathers Name** | Mr. Ratan K Naidu |
| **Date Of Birth** | 02/01/1991 |
| **Permanent Address** | 332A Central Street Rajab Ali compound Mhow (M. P). Pin: 453441. |
| **Contact No.** | +918659938269 |
| **Language known** | English and Hindi |
| **Hobbies** | Listening Music |

**Declaration:**

I hereby declare that above mentioned details are correct and complete to the best of my knowledge. If you find my resume up to your expectations, I would surely expect a position for myself in your organization.

**MHOW**   **REEMA NAIDU**