

	<p><b>Rajeshwari S</b>  # 1022/53/1  2<sup>nd</sup> Main, 12<sup>th</sup> Cross  M C Layout,  Vijayanagar,  Bengaluru -560040</p> <p style="text-align: right;"><b>rajslucky158@gmail.com   +91-97312 46762</b></p>
<b>OBJECTIVE</b>	Seeking a position to utilize my skills and abilities in an organization that offers professional growth, while being resourceful and innovative.
<b>SKILLS &amp; ABILITIES</b>	<p>Packages:  Workable knowledge:</p> <ul style="list-style-type: none"> <li>➤ Computer Fundamentals like,  MS OFFICE [Word, Excel, Power point]</li> </ul> <p>Roles &amp; Responsibilities</p> <ul style="list-style-type: none"> <li>✓ Simplified the process of retrieving data from the computer system, maintaining department records, typing and compile report daily.</li> <li>✓ Expertise in MIS reports, and also maintaining cashbook records.</li> <li>✓ Validating Documents for Claim Submissions.</li> <li>✓ Customer handling-resolving issues.</li> </ul>
<b>EDUCATION</b>	<p><b>Kittle College Dharwad</b>  BA[2008-09]  Karnatak University, Dharwad.</p> <p><b>Basel Mission P U College Dharwad</b>  PUC [2005-06]  Karnataka Pre-University Education Board</p>
<b>EXPERIENCE</b>	<p><b>Total Experience:04 years</b></p> <p><b>Vidyachetan Education Society Dharwad.</b>  As a clerk from 06-01-2010 to 30-10-2010</p> <p><b>Sri Ramkrishna Vidya School(R) Bijapur.</b>  As a Primary Teacher-2016 to 2017</p> <p><b>Titan Show Room, Dharwad.</b>  As Executive Assistant- 2017-18</p> <p><b>Manipal Institute of Computer Education (MICE), Dharwad</b>  As Concellor-2019-2020</p> <p><b>Current Employer</b>  <b>Maruthi Consultancy Services, Bangalore.</b>  As Reactionist cum Advisor-From May,2020 to till today.</p>

<b>HOBBIES</b>	Listening Songs Reading Newspapers, Cooking, etc.,
<b>PERSONAL DETAILS</b>	Date of Birth : 1 <sup>st</sup> May 1987. Nationality : Indian. Marital Status : Married Languages Known : Kannada, Hindi, English [Read, Write, Speak]. Permanent Address : Sheelavanthar Oni, Near Kamankatti Road Dharwad - 580001.
<b>DECLARATION</b>	I hereby declare that the information given above is true to the best of my knowledge.  <p style="text-align: right;"><b>Rajeshwari S</b></p>