**CURRICULUM VITAE**

**V.V.S. SRINIVAS**

H.No.15/12, Venkat Rao Pet,

Secunderabad - 15. Mobile : 8341040153

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**Career Objective :**

 Looking for good break up through which I can develop my Personal /

professional growth.

**personal profile :**

Name : V.V.S. Srinivas

Father’s Name : V. Satyanarayana

Languages Known : Hindi, Telugu, English and Tamil

Educational Background : Bachelor of Science

Computer Literacy : MS Office

**Work Experience :**

Organization : Shradha Group

Position : Admn. Incharge

Period : January 2005 to September 2007

Job Profile : Responsibility of Office Maintenance, Attendance,

 Discipline, Security, Man Management, Pulic Relations.

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Organization : Marshals Consulting Pvt. Ltd.

Position : Admin+R.C.U. (Risk Contentment Unit)

Period : October 2007 to June 2010

Job Profile : Responsibility of Office Maintenance, Attendance,

 Discipline, Security, Man Management, Public Relations.

Organization : Creative Lines (Publications Division)

Position : Admin. Incharge

Period : July 2010 to August 2013

Job Profile : Facility Management & Transportation Management,

 Security & Maintenance of the Organization.

Organization : I solutions Pvt. Ltd.

Position : Admin. Officer

Period : October 2013 to November 2017

Job Profile : Admin. Rotine Work like Office Maintenance,

 Looking of Utilities of the Management.

Organization : N.I.T.S.

Position : Admin. Executive

Period : December 2017 to Till Date

Job Profile : Contract Management Skills, Computer Skills like MS Word

 and Excell related to Admin. Stress and Time Management

 Skills, Looking of the unitilies of Mangement, Facility

 Management, Security and Maintenance of the Organization.

Place : Secunderabad.

Date : 21-8-2018 (**V.V.S. SRINIVAS**)