

RESUME

RAJENDER MORA

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Career Objective

- To pursue a career in an organization where I can contribute to the growth of the organization, foster my skills and develop myself as a professional and be a better person.

Educational Qualifications

Qualification	Board/University	College/ Institution	Marks Percentage
B.Sc (MPC)	Kakatiya University	Kakatiya Govt. College, Hanamkonda, Warangal	58.6 %
Intermediate	Board of intermediate Education A.P	Govt. Junior College, Rangasaipet	67.7 %
SSC	Board of secondary Education A.P	Z.P.S.S Punnel	76.6 %

KEY SKILLS AND ABILITIES:

- Self confidence
- Patience
- Hardworking nature
- Commitment towards the work

COMPUTER PROFICIENCY:

- M.S Office (Word & Excel)
- Internet & E-mail

WORK EXPERIENCE:

- Worked 3 Years as Administration In-charge in Various Chit Funds.
- Currently working as Administration In-charge in **Swakrushi Chit Funds (India) Private Limited** since 2015.

Personal Profile

Name : Rajender Mora

Father's Name : Laxminarayana Mora

Permanent Address : # 18-1-101/3,
Ursu, Rangasaipet, Warangal-Telangana-506005.

Date of Birth : 01-11-1991.

Nationality : Indian.

Languages Known : Telugu, English, and Hindi. .

Marital status : Married.

Declaration

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

Date:

Place: Warangal

(Rajender Mora)