RESUME

M.RENUKA

D/o. M.Suryanarayana,

D.No: 5-7/5-16

K.L.Rao Nagar 5th Lane,

Vijayawada – 520 009.

Cell No: 8555891557

E-mail ID:mrenuka47@gmail.com

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| Career Objective |

To secure a challenging position in a progressive organization, where my knowledge can be enhanced and contribute to the organization success.

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| Educational Qualifications |

* MBA (Finance) from Acharya Nagarjuna University.
* B.Com ( General) from Acharya Nagarjuna University.
* M.P.C. from Siddhartha Mahila Kalasala from Board of Intermediate.
* S.S.C from Sri Gowtham High School from Board of Secondary Education.

## Technical Qualification

* MS-Office (Worked as a Data Operator for 4yrs)
* Tally E.R.P 9 (Fresher)
* Typing (Lower 30W per min)
* Windows Operating System

## Interpersonal Skills

* Positive attitude
* Friendly & Easy going Nature
* Hard working ability

## Work Experience

* Worked as a data operator for bills inventory in Twills Clothing Pvt. Ltd.(1yr)
* Data Operator & Office admin in M&M Store (2yrs)
* Data Operator For Various Brands & Stock Inventory in Tipsy Topsy (9M)
* Updating daily reports for stock inventory in PPMS (6M)
* Billing Executive and daily reports send to admin incharge in lalitha jewellery mart pvt ltd.,

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| Personal Profile |

Name : M.RENUKA

Father’s Name : M.Suryanarayana

Date of Birth : 28-08-1994

Gender : Female

###### Nationality : Indian

Languages Known : Telugu, English

Permanent Address : M.Renuka,

D/o. M.Suryanarayana,

D.No: 5-7/5-16,

K.L.Rao Nagar 5th Lane,

Vijayawada – 520 009,

Krishna District.

Andhra Pradesh.

**DECLARATION:**

I here by declare that the information furnished above is true to the best of my knowledge and belief.

Place: Vijayawada

Date :

**(M.RENUKA)**