

VADDI TEJASWINI

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Career Objective:

Seeking a responsible career position which will utilize my technical skills and knowledge and gives an opportunity to enhance my career prospects which contribute to growth of the company and move towards professional success in life.

Education:

- Bachelor of Technology in Computer Science and Engineering at Siddhartha Educational Academy Group of Institutions, Tirupati. 2020-2024.
- Board of Intermediate from Sri Venkateshwara Junior College (M.P.C) Rly Kodur 2018-2020.
- Secondary School from Adarsha Vidya Nikethan High School Rly Kodur, 2017-2018.

Technical Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, Powerpoint etc.).
- Proficient in Word and Excel, including data entry, formatting, charts, formulas, and basic data analysis.
- Operating System: Windows.
- Proficient in typing with Accuracy and Speed.

Soft Skills:

- Problem Solving Skills, Communication Skills, Team Work
- Logical Thinking
- Work Ethic
- Time Management
- Clear verbal and written communication
- Attention to detail

Hobbies:

- Watching Movies
- Listening music
- Arts
- Cooking

Declaration:

I hereby declare that the information provided in this resume is accurate and true to the best of my knowledge. I understand that any misrepresentation or omission of facts may result in disqualification from employment. I authorize the verification of all information provided, including educational and employment history.