**KAVERI JAIN**

PHOTO

Mobile: 7352XXXX25

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Address: 8-125, Narayanguda,  
Hyderabad, Telangana 500027.

**PROFILE SUMMARY**

B. Com Degree student with rapid typing skills and the ability to provide back-end and technical support as required by the organization.

**EDUCATIONAL BACKGROUND**

* Bachelors in Computers (B. Com) from Vivekananda Degree College in 2022 with GPA 7.2
* Intermediate C.E.C from Sri Gayatri Jr College in 2019 with GPA 7.5
* 10th Class from Brilliant Grammar School in 2017 with GPA 8.

**KEY SKILLS**

* Capable of typing 55 words a minute with accuracy.
* Excellent knowledge of MS Office (Excel, Word & PowerPoint)
* Knowledge of working with printers and scanners.
* Desk management and book keeping skills.
* Strong communication and interpersonal skills
* Ability to maintain up to date records.
* Good organizational and multi-tasking skills.

**PEERSONAL INFORMATION**

Date of birth : 11 September 2001

Gender : Female

Father’s Name : Saurav Jain

Nationality : Indian

Marital Status : Unmarried

Hobbies : Reading books and Listening to Music

Languages Known : English, Hindi & Telugu.

**DECLARATION**

I do hereby confirm that the information furnished above is true to the best of my knowledge and belief.

Place:

Date: Signature.