**REVANTH VADDADHI**

PHOTO

Mobile: 9355XXXX50

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Address: 152-2, Nungambakkam,
Chennai, Tamilnadu 600034.

**PROFILE SUMMARY**

Seeking a data entry operator position where I can utilize and improve my typing and computer skills to become a valuable part of the organization's growth.

**ACADEMIC BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institution** | **Year of Pass** | **Marks (GPA)** |
| B. Sc Computer Science | Gurunanak College | 2022 | 7.5 |
| Intermediate M.P.C | St Johns Educational Trust | 2019 | 8 |
| 10th Class | Vidyamandir Sr Secondary School | 2017 | 7 |

**KEY SKILLS**

* Typing speed (40 words per minute)
* Good knowledge of MS Office (Excel, Word & Power Point)
* Strong communication skills, both written and verbal
* Ability to provide reports when requested
* Familiar with printers and scanners
* Office administration and bookkeeping skills.
* Basic knowledge of computer database

**PEERSONAL INFORMATION**

Date of birth : 21 Jun 2001

Gender : Male

Father’s Name : Krishna Murthy

Nationality : Indian

Marital Status : Unmarried

Hobbies : Watching movies & listening to music

Languages Known : English, Hindi & Tamil.

**DECLARATION**

All the above particulars furnished by me are true to the best of my knowledge and belief.

Place:

Date: Signature.