

* Capable of typing 55 words a minute with accuracy.
* Good knowledge of MS Office (Excel, Word & Power Point)
* Strong communication skills, both written and verbal
* Knowledge of working with printers and scanners.
* Ability to maintain up to date records.
* Good organizational and multi-tasking skills.
* Office administration and bookkeeping skills.
* Bachelors in Arts (B.A) from Navyug Degree College in 2021 with 7.5 GPA
* Intermediate C.E.C from Montfort Inter College in 2018 with 7.8 GPA
* 10th Class from city Montessori School in 2016 with 7 GPA

**Date of birth:**  11 May 2000

**Gender:** Female

**Marital Status:** Unmarried

**Father’ Name**: Vijay Krishna

**Languages Known:** English & Hindi

**Religion:** Hindu

**Hobbies:** Reading books & Playing Chess.

**PERSONAL INFORMATION**

**Email ID:**

alekhyavdxx@gmail.com

**Mobile:**

7545XXXX80

**Address:**

12-124, Sector 4, Noida,

Uttar Pradesh 201301.

**ALEKHYA UPPALAPATI**

Looking for an entry level opportunity as a Data entry operator where I can apply my typing ability and computer operating knowledge for the growth of the organization.

**SKILLS**

**CONTACT DETAILS**

**CAREER OBJECTIVE**

**EDUCATION**

Photo