

RESUME

Kaleru Uday Kumar

H No: 1-95B,

VANJARY WADA 1,

EDULABAD,

GHATKESAR,

MEDCHAL-501301,TS.

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CAREER OBJECTIVE:

To pursue a career in an esteemed organization holding a responsible position which would enhance my skills to work in a competitive environment and care a winning edge for the organization.

EDUCATIONAL QUALIFICATION:

- **INTER (C.E.C)** from B.R Institute , chikadpally
- **S.S.C** from Jantha high school,chikadpally

STRENGTHS:

- Good Communication skills
- Punctuality
- Honesty
- Hard Working

COMPUTER SKILLS:

- Computer Basics
- Internet Access

Worked Experience:

- Worked as a Receptionist in Straight 32 dental clinic Dr. Asst Work & receptionist, Vikarampuri, 2 years.
- Worked as an office assistant in Agree Gold office Work, Bowenpally 3 Years.
- Worked as a SM CARE OFFICE Boy, in 1 Year.

PERSONAL PROFILE:

Name : Uday Kumar
Father's Name : Narsing Rao
Date of Birth : 25-02-1995
Marital Status : Un Married
Nationality : Indian
Religion : Hindu
Languages known : Hindi, English & Telugu

Place:

Date:

(Karelu Uday Kumar)