

CURRICULUM VITAE

NARESH BODDU

Mob: +919642413425

+971567939165

Email: narijessy123@gmail.com



CEREER OBJECTIVE

To be an Office Assistant at an organization where my routine administrative and clerical tasks skills will have used and the rigorous responsibilities that comes with the job will instigate me to perform better.

HIGHLIGHTS

- Over 3 years' experience in HR Office clerk & executive /Admin Assistant / Finance clerk / Office boy
- A positive attitude to all sorts of situations and conditions
- Ability to explore new avenues
- Easily adaptable to any sort of environment and very flexible to positive productive ideas from peers, seniors, sub-ordinates and comrade
- Self-motivated & avid learner

PROFESSIONAL EXPERIENCE

Organization: OMAN INSURANCE COMPANY DUBAI (DOZ),
Designation : HR filing clerk & executive /admin assistant /Finance clerk office boy
Duration : 27-DEC-2017, to continued 4 of experience

HR filing clerk / Finance store assistant / Admin assistant:

- Handled multifaceted clerical tasks (e.g., data entry, filing, records management and billing) as the assistant to the registrar and admissions offices.
- Organizing and maintaining electronic and paper files and managing projects.
- Answering telephone, direct, screen calls, taking and relaying messages.
- Maintaining and devising office systems, including filing, data management etc.
- Maintain employee files, assistant with payroll, finance petty and bank cheques, keep track of confirmation dates, maintain loan credit, debit files, leave records and implement HR activities to improve effectiveness and efficiency
- Handle purchasing of packaging materials and stationary.

OFFICE BOY

- Arrange the coffee's tea's for all clients
- Meeting, greeting, and talking visitors at all levels of seniority

EDUCATIONAL QUALIFICATION

Appearing for competitive examinations from the institute of India for enhancement of all knowledge & skills.

S.S.C (2005-2006) From Z. P High School, Rudrangi with an aggregate of "A" grade

10+2 CEC background (2007-2009) From Govt Junior College, Vemulawada with an Aggregate of 54%

B. Com-Computers (2009-2012) From Govt Degree College Agraharam with an Aggregate of 52%

Diploma in Computer Applications and tally ERP9.0 from 01-03-2016 to 31-06-2016.

PERSNOL DETAILS

Full Name : NARESH BODDU

Father's Name : MALLAIAH

Date of Birth : 20-08-1991

Nationality : Indian

Passport number : R 0598966

Date of issue : 02/05/2017

Date of expiry : 01/05/2027

Marital status : Single

Languages known : English, Hindi, Telugu.

Address : H.no: 3-6, Rudrangi, Rajanna Siricilla (Dist.), Telangana, pin-505307.

DECLARATION

In view of the above, I request you to be kind enough to give me an opportunity to serve your esteemed organization in the capacity mentioned above for which act of kindness. I shall be very thankful and grateful to you. The above statements are true to the best of my knowledge.

Place :

(Naresh)

Date :



भारत गणराज्य REPUBLIC OF INDIA

राष्ट्र / Type	राष्ट्र कोड / Country Code
भारत / India	91
अमेरिका / America	1
यूरोप / Europe	49
ऑस्ट्रेलिया / Australia	61
जापान / Japan	81
रूस / Russia	7
ब्रिटेन / Britain	44
फ्रांस / France	33
इटली / Italy	39
स्पेन / Spain	34
ग्रीस / Greece	30
नार्वे / Norway	47
स्वीडन / Sweden	46
डेनमार्क / Denmark	45
फिनलैंड / Finland	358
पोलैंड / Poland	48
चेक गणराज्य / Czech Republic	42
स्लोवाकिया / Slovakia	43
हंगरी / Hungary	36
रोमानिया / Romania	40
बुल्गेरिया / Bulgaria	359
सर्बिया / Serbia	381
क्रोएशिया / Croatia	385
सलोवेनिया / Slovenia	386
मॉन्टेनेग्रो / Montenegro	382
बोस्निया और हर्जेगोविना / Bosnia and Herzegovina	387
माल्डोवा / Moldova	376
उक्रेन / Ukraine	380
बेलारूस / Belarus	375
लिथुनिया / Lithuania	371
लात्विया / Latvia	371
एस्टोनिया / Estonia	372
सुइडिश / Swedish	46
नार्वेजियन / Norwegian	47
डेनमार्क / Danish	45
फिनिश / Finnish	358
पोलिश / Polish	48
चेक / Czech	42
स्लोवाक / Slovak	43
हंगेरियन / Hungarian	36
रोमानियन / Romanian	40
बुल्गेरियन / Bulgarian	359
सर्बियन / Serbian	381
क्रोएशियन / Croatian	385
सलोवेनियन / Slovenian	386
मॉन्टेनेग्रिन / Montenegrin	382
बोस्नियन और हर्जेगोविनियन / Bosnian and Herzegovinian	387
माल्डोवियन / Moldovan	376
उक्रेनियन / Ukrainian	380
बेलारूसियन / Belarusian	375
लिथुनियन / Lithuanian	371
लात्वियन / Latvian	371
एस्टोनियन / Estonian	372

P

IND

પાસપોર્ટ નં./Passport No.

उत्तराक्ष / Surname
BODDU

दिता गया / Given Name(s)

NARESH

राष्ट्रियता / Nationality

பெண் / Sex

भारतीय / INDIAN

3

20/08/1991

वृत्त/यात्रा / Place of Birth

RUDRANGI, TELANGANA

जारी करने का स्थान / Place of Issue

HYDERABAD

जारी करने की तिथि / Date of Issue
02/05/2017

समाप्ति की तिथि / Date of Expiry
01/05/2027

[illegible]

इस पासपोर्ट में 36 पृष्ठ हैं। This passport contains 36 pages.

3

पिता / का-पू-ई अधिपति का नाम / Name of Father / Legal Guardian

MALLAIAH BODDU

माता का नाम / Name of Mother

NARSAVVA BODDU

पति या पत्नी का नाम / Name of Spouse

पता / Address

HNO:3-6

RUDRANGI, RAJANNA SIRCILLA

PIN: 505307, TELANGANA, INDIA

पराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाईल नं. / File No.

HY1060188500117

विविध सेवा / MISCELLANEOUS SERVICE

ਦਿਖਾਈ / OBSERVATION

8410 CEC (27)

BOARD OF SECONDARY EDUCATION ANDHRA PRADESH

FF 644197



PC/34/33006/544238/5

SECONDARY SCHOOL CERTIFICATE

CERTIFIED THAT **BODDU NARESH**S/o **BODDU MALLAIAH**bearing Roll No **1081515**belongs to **Z P P HIGH SCHOOL RUDRANGI**has appeared and PASSED SSC EXAMINATION held in **MARCH 2007** in **FIRST**Division with **TELUGU** as medium of instruction.

DATE OF BIRTH	DAY	MONTH	YEAR
20/08/1991	TWO ZERO	AUGUST	ONE NINE NINE ONE

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (TELUGU)	70	SEVEN ZERO
THIRD LANGUAGE : ENGLISH	75	SEVEN FIVE
MATHEMATICS :	78	SEVEN EIGHT
GENERAL SCIENCE :	73	SEVEN THREE
SOCIAL STUDIES :	83	EIGHT THREE
TOTAL :	379	THREE SEVEN NINE
SECOND LANGUAGE : (HINDI)	50	FIVE ZERO
GRAND TOTAL : 429	429	FOUR TWO NINE
Life Skills Education :	GRADE SECURED : 'A'	
Marks of Identification :	A mole on the neck	

Head of Institution
with School Stamp

Head Master
Z.P.H.S. RUDRANGI,
Chandurthi, Dt. Karimnagar

Date of issue : 10/05/2007

SECRETARY
BOARD OF SECONDARY EDUCATION
A.P. HYDERABAD

1. Life skills Education - The Grade shall be incorporated by the respective Heads of the Institutions before delivery of the certificates to the candidates.
2. Any corrections in the certificate will not be entertained after one year from the date of issue.
3. Any unauthorised correction in the certificate will result in cancellation of certificate.
4. The Marks with asterisk indicates the old marks secured in previous examinations.

2007



18015873

Sl. No. **1277322**

18/18322/1277322



Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **BODDU NARESH** son
of **BODDU MALLAIAH** bearing
Registered No. **0918240636** has appeared at the Intermediate Public
Examination held in **MARCH-2009** and passed in **D GRADE**
with **TELUGU** as the Medium of Instruction.

The subjects in which he was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1 : ENGLISH	100	035	100	037
Part - 2 : TELUGU	100	050	100	064
Part - 3 : Optional Subjects				
ECONOMICS	100	043	100	042
COMMERCE	100	051	100	035
CIVICS	100	045	100	051
ENVIRONMENTAL EDUCATION	Q U A L I F I E D			
Total Marks In Figures	453 ➡ 453			
In words	*FOUR**FIVE***THREE*			
Date	24-04-2009			

Signature of the Principal and College Seal

Principal
Govt. Junior College

Controller of Examinations

Karimnagar, Dt. Karimnagar

0918240636

ni-msme

NM 000-745920315

National Institute for Micro, Small and Medium Enterprises

(An Organisation of Ministry of Micro, Small and Medium Enterprises, Govt. of India)

Yousufguda, Hyderabad - 500 045 (India)



Awards this certificate to

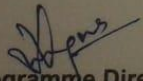
Boddu Naresh, S/o. Boddu Mallaiah

in recognition of successful completion of

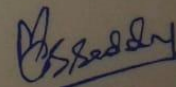
Entrepreneurship & Skill Development Programme (ESDP) in Computer Accounting with Tally

Sponsored by the Ministry of MSME, Government of India

28-01-2015 to 10-03-2015


Programme Director


Registrar


Director General

