CURRICULUM VITTAE

NARESH BODDU

Mob: +971 567939165

Email: Narijessy123@gmail.com



CEREER OBJECTIVE

To be an Office Assistant at an organization where my routine administrative and clerical tasks skills will 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 / 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 / office boy

Duration

27-DEC-2017, to continued

Job profile

HR filing clerk / 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
- 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 cash, and 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
- Vocational Course in Office Assistance ship (2007-2009) From Govt Junior College,
 Vemulawada With an Aggregate of 54%
- B.Com- gen (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 : B. MALLAIAH

Date of Birth : 20-08-1991

Gender : Male

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.

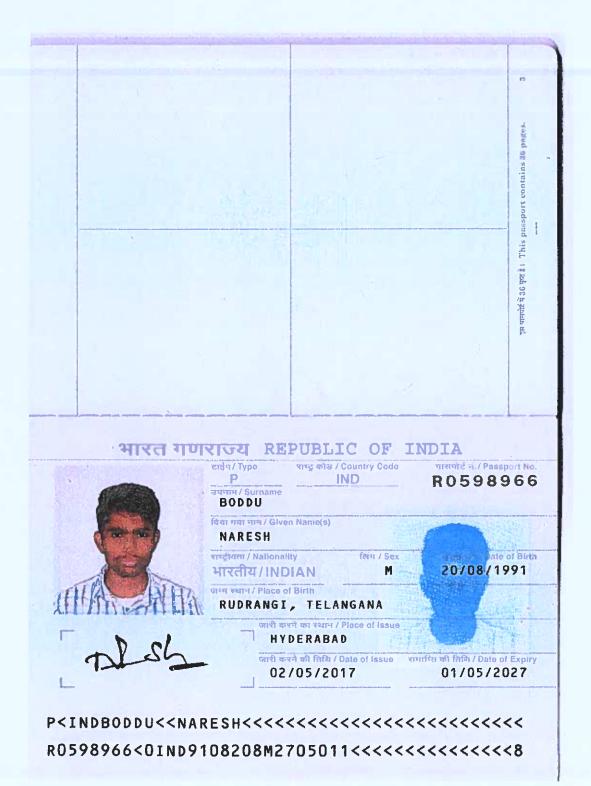
DECLARATION:

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.

(Naresh B)

Place:

Date:



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	प्रमायक का भाग / Name of Father / Legal Guardian R0598966	
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MALLAIAH MARSAVVA पति या पत्नी का मा पता / Address HNO:3-6 RUDRANGI	R0598966 1 BODDU mo of Mother 3 BODDU तम्/Name of Spouse	
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MALLAIAH MARSAVVA पति या पत्नी का मा पता / Address HNO:3-6 RUDRANGI	ROS98966 BODDU mo of Mother BODDU ma / Name of Spouse I , RAJANNA SIRCILLA SO7 , TELANGANA , INDIA प आप बुसके जारो होने को तिथि एवं स्थान / Old Passport No. with Date and Place of Issue	

BOARD OF SECONDARY EDUCATION **ANDHRAPRADESH**

8010 CEC (2)

FF 644197





PC/34/33006/544238/5

SECONDARY SCHOOL CERTIFICATE

BODDU NARESH CERTIFIED THAT S/o BODDU MALLAIAH

Z P P HIGH SCHOOL RUDRANGI

bearing Roll No 1081515

has appeared and PASSED SSC EXAMINATION held in MARCH 2007 in FIRST

Division with

TELUGU

us medium of instruction.

DATE OF BURTH

20/08/1991

DAY

MONTH AUGUST

ONE NINE NINE ONE

TWO ZERO THE CANDIDATE SECURED THE FOLLOWING PERGENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Starks Secured (in words)		
FIRST LANGUAGE 11 TELUGU)	70	SEVEN ZERO		
THIRD LANGUAGE : ENGLISH	75	SEVEN FIVE		
MATHEMATICS	78	SEVEN EIGHT		
GENERAL SCIENCE :	73	SEVEN THREE		
SOCIAL STUDIES 1	83	EIGHT THREE		
TOTAL =	379	THREE SEVEN NINE		
SECOND LANGUAGE 11 HINDI	50	FIVE ZERO		
GRAND FOTAL (429)	429	FOUR TWO NINE		

Marks of identification: A mole on the neck

Head of Institution Head Master RUDRANGI. With School Stromp 2515 RUDRANGI. Or Karimnagar Pate of Issue - 1000672007

A.P. HYDERABAD



SI. No. 1277322

18/18322/1277322

Board of Intermediate Education, A.

Vidya Bhavan, Nampally, Hyderabad - 500 001





INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that BODDU NARESH

son

BODDU MALLAIAH

bearing

Registered No. 0918240836 Examination held in

has appeared at the Intermediate Public 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:

		The second of th	l Year		U Year	
4	Subject	Maximum Marks		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 V		F	E D	
Total Marks		3	A RESERVE			
in Figures	453 🖒 📆 🗓					
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In words *FOUR**FIVE***THREE* Date 24-04-2009

Signature Controller of Examinations
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0918240636

NM 000-745920315

ni-msme

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

Sponsored by the Ministry of MSME, Government of India

Intropreneurship & Skill Development is ugramme (ESDP) in Computer Accounting with Tally

28-01-2015 to 10-03-2015

Registrar

Director Genera

