



SRIVIDYA DHUMPETI

P.G

PERSONAL SUMMARY

To continuously enhance my skills and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability.

PERSONAL DETAILS

SRIVIDYA DUMPETI

BurDubai

UAE

☎ 050-3688569

sreevidhyadumpeti95@gmail.com

DOB: 21/08/1996

Nationality: Indian

Visa Type: Visit Visa

Married.

PERSONAL SKILLS

Good listener

Interested in continuous learning

Ability to explain tough concepts

CERTIFICATION

Certified by TELANGANA

UNIVERSITY for seminar in English.

Certified by THE

HINDU NEWS

PAPER as a Judge.

WORK EXPERIENCE 3 YEARS

- **Saraswathi Vidhyalam**
Admin cum Teacher

Duties:

- Responsible for monitoring and maintaining the database.
- Back-end operations excel sheet preparation, data verificationData validation, file handling.
- Interaction with the Parents.
- Assuring them the privacy and trust.

KEY SKILLS AND COMPETENCIES

- MS-Word, MS-Excel, MS-PowerPoint.
- Excellency in Web Browsing and Mailing.
- Proficient in Computer Skills.
- Proficient in English

ACADEMIC QUALIFICATIONS

Master in English with an aggregate of **75%** from Telangana University Nizamabad 2020.

Degree in B.A.Com (bachelor Arts of Computer Science) with an aggregate of **79.2%** from Sathavahana University 2018.

Intermediate in MPC (Math's Physics and Chemistry) with an aggregate of **60%** from Sree Vivekananda Junior College 2015.

Schooling (Board of Secondary Education) with an aggregate of **80%** from Mount Carmel High School, Jagityal, Telangana 2011.

DOCUMENTATION

I hereby declare that the above mentioned details are correct to the best of my knowledge and I bear responsibility for the correctness of the above mentioned particulars.

Srividya Dhumpeti.