

**Marapaka Pravalika**

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## **CAREER OBJECTIVE.**

**Detail-oriented and efficient data entry operator seeking an entry level position to utilize strong typing skills, attention to detail, and familiarity with data entry software to contribute to organizational efficiency and accuracy.**

## **ACADEMICS**

- I completed my intermediate from Kakatiya University college of Engineering and Technology, Hanmakonda. 2023 with aggregate Percentage of 75.**
- I completed my intermediate from TSWR Junior college, Gowlidoddi. 2019 with aggregate Percentage of 93.**
- I completed my SSC at TSWRC, Karimnagar. 2017 with aggregate Percentage of 92.**

## **TECHNICALSKILLS**

- Proficient in data entry software (e.g.: Microsoft Excel, Google sheets)**
- Accuracy typing skill (30-40) wpm**
- Strong attention to detail and accuracy in data entry tasks.**
- Familiarity with basic computer applications and software.**
- Good organizational skills and Time management skills**

#### PERSONAL DETAILS

- Date of Birth : 01/09/2001
- Gender : Female
- Marital Status : Unmarried
- Current Address : H NO:1 -93, Ameerpet, Hyderabad, Telangana.
- Permanent Address : H NO: 6-12/1, Thatikonda, Ghanpur Station(M), Jangaon (D), Telangana.
- Hobbies : browsing mobile, Listening to Music, Learning languages.
- Nationality : Indian
- Languages Known : English and Telugu
- Any kind of disability : No
- Willingness to Relocate : Yes

#### DECLARATION

I hereby declare that all above-mentioned information is true and correct to the best of my knowledge.

Place : Ghanpur

Signature/E-signature: Marapaka pravalika