

## **RESUME**

**PAVITHA.S**

**Mobile: 8861778021**

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No. 52, LV Enclave,  
Venkatadri Nilaya,  
Behind rainbow school,  
Abbigere,  
Bangalore – 560 090

### **Career Objective**

Management responsibility with an organization where demonstrated skills in sales, marketing, and administration can be translated into improvement growth and profitability.

### **Professional Summary**

- Worked as medical transcriptinosit in Ajax.com 3 years.
- Worked as receptionist cum report typing in unity lifeline hospital for 3.5 years.
- Worked as Front office in Krishna enterprises for 2 years.
- Worked as Admin cum billing in Mythri Metalizing for 1.9 years.
- Working as HR Assitant in Sunvik Steels from October 2024 to till date.

### **Academic Qualifications**

10TH  
PUC  
B.COM

**Personal Data**

Father Name : K.M.POONACHA  
Date of Birth : 06.12.1985  
Sex : Female  
Marital Status : Married  
Languages Known : English, Kannada & Hindi  
Nationality : Indian  
Hobbies : Music and travel

**Decleration**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Bangalore

(PAVITHA)

