

RESUME

PAVITHA.S

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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

Declaration

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

Place: Bangalore

(PAVITHA)

