

# RESUME

**G.Parveen**

Email-Id: parveenvalli@gmail.com

Contact no: 9010121268

## Career Objective

To work for a professional organization where I can contribute my skills and assume responsibilities and strive for collective growth and development always keeping organization goal as priority.

## Educational details

- **APSET Qualified in 2016**
- **Post Graduate( M.Com 2008)**  
Master of Commerce in Y.V.U, Kadapa.
- **Graduate (B.Com 2003-2006)**  
Bachelor of Commerce in S.V.U Tirupathi.
- **Intermediate (C.E.C: 2001-2003)**  
Intermediate (C.E.C) from Board of Intermediate Education, A.P.
- **SSC (2001)**  
Secondary School Certificate (**SSC**) from Board of Secondary Education, A.P.

## Technical Skills

Accounting package	Tally
Office Tools	MS – Office

## Key Strengths

- Good Organizational & Co-ordination Skills.
- Having positive attitude and Quick adaptability to new technologies.
- Good creativity and determination & dedication towards the assigned works.

## Work Experience

Currently working as a Commerce Lecturer in Govt. College for Men(A), Kadapa.

## Extra Curriculum Activities

- Participated in technical Events conducted by our Management.

## Personal Profile

- ❖ Name : G.Parveen
- ❖ Hobbies : Browsing Internet, Knowing new things.
- ❖ Linguistic Abilities : English, Telugu, Hindi