

ARAVA CHARAN TEJA

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Photo

CAREER OBJECTIVE

A Graduate in B. Com – Computer Applications looking for an opportunity in a reputed organization where I can enhance my skills and knowledge and become a valuable part of the organization.

EDUCATIONAL QUALIFICATION

- B. Com Computer Applications from Vivekananda Degree College, Nellore with 60%.
- Intermediate - MBiPC from Chandra Reddy Junior College, Nellore with 61%.
- 10th Class from Kranthi E.M. School, Nellore with 60%.

KEY SKILLS

- Sourcing profiles: Ability to find top talent through various channels (job boards, social media, networking).
- Strong communication skills.
- Ability to understand staffing needs.
- Ability to coordinate interviews.
- Quick understanding of key responsibility areas of each job position.
- Good understanding of technical profiles.
- Follow-up with Shortlisted Candidates.
- Negotiating salary benefits and other employment terms.

COMPUTER SKILLS

- MS Office (Word, Excel and Power Point)
- Internet surfing

PERSONAL INFORMATION

DOB : 12 Mar 1990
Gender : Male
Marital Status : Unmarried
Father's name : A. Srinivasa Prasad.
Languages Known : Tamil, English, Telugu & Hindi.
Hobbies : Playing Cricket & Listening to music
Religion : Hindu

Declaration: I hereby solemnly affirm that all the details provided above are true to the best of my knowledge.

Place:

Date:

Signature