CURRICULUM VITAE

GADE VENKATA NAGA PAVAN KUMAR

Mobile: +919381121757
Email:pavankumarg563@gmail.com

Career Objective:

Seeking a career as LIBRARIAN in a good organization to make use of my skills and abilities to fulfill for my professional growth and contributing to the economic growth of the organization.

Academic Details:

Course	Institution Name	Board	Month-Year	Percentage
B.L.S.C	Acharya Nagarjuna University, Guntur	Acharya Nagarjuna University, Guntur	2023 to 2024	64.12%
B.E(E.C.E)	VELS UNIVERSITY Chennai	VELS UNIVERSITY Chennai	2009 to 2013	60.71%
Intermediate	Sri Chaitanya Junior College Guntur	Board Of Intermediate Education(A.P)	March-2009	66.40%
SSC	Sujatha E.M. High School, Guntur	Board Of Secondary Education(A.P)	March-2007	62.33%

Technical Skills:

Packages : Microsoft Office(Word, Excel)

Extra Skills : Knowledge on Classification and Cataloging

Technical Skills : Type Writing (Lower) 60wpm, Koha

Operating System : Windows

SOFT SKILLS:

- Time managing
- Team worker
- Hard working and Dedicated to work

Experience Details:

Office Assistant:

Srinivasa and Poorna - Vijayawada, Andhra Pradesh

Year: 2013 to 2018

· Preparation of Salary Income.

· Preparation of Income Statement.

· Collection of Fees.

· Payment of Bank Chalan

· Noting of the Client Details.

Junior Assistant (Contract Employee)

State Government - Nandigama, Andhra Pradesh

Year: 2018 to 2021

- Attend the Bench Work to Call the Records.
- Update the Registers if new case is filed.
- Take the week call at any one day in a week.
- Attend the miscellaneous work if any other work is assigned.
- Attend the system work for docket typing.

System Administrator

Bell & Bennett High School – Addanki, Andhra Pradesh
Year: 2021 to 2023

- English and Hindi, Telugu Type Writing
- Incoming to Outgoing Calls to parents for information of New Updates
- Proficient in Excel and Word
- Upgrading of School Data at every month like Class Wise and Students Wise
- Taking regular online attendance.
- Register New Students in Education Management System Website (EMS) Online by using School User Credentials.
- Creating Child Ids after Registration of New Student
- User Admin at ZEST Online and ZEST App.
- Preparation Fee dues and school announces in Zest Online
- Preparation of CCE Marks at Excel for FA and SA exams
- Issuance of Study Certificate
- Maintaining of School Registers
- Preparation of Question Papers for 1st Class to 10th Class.

Typist

Sudha Madhuri Advocate Office – Guntur, Andhra Pradesh

Year: 2023 to 2024

- Taking Dictation from the advocate through typing
- Entering of Clients Data
- Preparation of Bills
- Proper Communication with clients
- Disposing of Old Files
- Delivery of Bills and Opinions to the Clients

Typist

Gopu Ram Babu Advocate Office – Guntur, Andhra Pradesh

Year: 2024 to Present

- Taking Dictation from the advocate through typing.
- Entering of Clients Data.
- Preparation of Bills.
- Proper Communication with clients.
- Disposing of Old Files.
- Delivery of Bills and Opinions to the Clients.

Personal Profile:

Father's Name	:	G.Srinivasarao
Mother's Name	:	G. Anantha kumari
Date of Birth	:	29-07-1992
Gender	:	Male
Marital Status	:	Married
Languages Known	:	English, Telugu and Hindi
Permanent Address	:	Door No.81-20-1875, Beside Madan Enterprises, 19/2th Line, Nallacheruvu, Guntur Andhra Pradesh.

Declaration:

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

(PAVAN KUMAR.GVN)