

EAGALA MOUNIKA

☎ 7075688223

📍 Yanam, Puducherry, India.

✉ Mounikamouni79619@gmail.com

CARRER OBJECTIVE

To work in an organization where I can utilize my strong organizational skills. educational background. ability to work well with people and which allows me to grow both personally and professionally.

EDUCATION

- MBA - HR

JNTU
KIET COLLEGE
PURSUING

- BSC.CHEMISTRY

Pondicherry University
Dr. SRK.GOV.T.ARTS.COLLEGE
2020-2023

- M.P.C

REGENCY JUNIOR COLLEGE
2018- 2020

- SSC

PJN GOVT.HIGH.SCHOOL
METTAKURU
2017-2018

SKILL

- Radiology Report typing
 - OPD Billing
 - IP PRE
 - MS office
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LANGUAGE

- English
- Telugu

WORK EXPERIENCE

• FRONT OFFICE RECEPTIONIST

Two-years Experience in Prasad hospital Indian Pvt Ltd at Pragathi nagar, Hyderabad.

• SALES CONSULTANT

Six months Experience in Garden of Eden property developer Pvt Ltd at Hyderabad.

• NSS VOLUNTEER

I Worked as a one-day volunteer (NSS) in the elections on April 6, 2021, in Yanam, assisting in the smooth conduct of voting processes and supporting election official

CERTIFICATIONS

- Diploma in Computer Applications (DCA)
 - National Service Scheme at Degree level (NSS).
 - Diploma in Computer Applications (DCAV-CRM Domestic Non-Voice at Datapro Yanam.
 - Participation in National Workshop on Personality Development.
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STRENGTH

- Responsible towards work
- Enthusiastic and Hardworking
- Self-motivated and directed