



*Communication is good
Confident.
Exp. Salary 3500 + Conveyance.*

CURRICULUM VITAE

P SWETHA

H/no.8-6-14, Friends Colony.
Hasmatpet, Old bowenpally.
Secunderabad – 500009.
Post: Manovikas Nagar.

Phone: 040-55196792.

Career Objective:

Looking for a quality environment where, I can expose my skills so that the knowledge gained can be shared and enriched and even further more to improve my skills.

Strengths:

Straight-forwardness, Good communication skills, Pleasing personality, Ability to work in individual as well as in a team.

Academic profile:

Secondary School Certificate
Board of Secondary Education, 1999, Passed in Third class.

Intermediate (CEC)
Board of Intermediate Education, 2002, Passed in Thirds class.

Degree (B.Com)
Osmania University, 2005, Passed in Second class.

Technical skills:

Tools & Utilities: MS- Office, accounting packages.
Operating systems: Windows-98, 2000, XP.

Personal profile:

Father's Name: P. SURI BABU.
Date of Birth: 20-12-1983.
Gender: Female.
Languages Know: English, Hindi, Telugu.
Marital status: Single.
Nationality: Indian.

Declaration:

I here by declare that the information above is true to the best of my knowledge.

P. Swetha

Yours Sincerely
(P SWETHA)

Refer: Shela of VKC. } Shela is employer.
father own brother.

- ① Probation period of 3 months.
- ② Salary Rs. 3,250/- including bin pass.
Review after 3 months.
- ③ Employ in Mehta & Modi Home.
- ④ Doc required: * 2 photographs.
* Copy of degree certificate.

by
27/6/03.
⑤ Join for 27/6/05
Timing ~~10 am~~ 9:30 am to 5:30 pm.
Report to Silver oak Bungalow.

BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH



SECONDARY SCHOOL CERTIFICATE

AMP 535654

PC/03/0015011/B

Secretary & Correspondent
Wesley Centenary Girls High School
Secunderabad

CERTIFIED THAT **S. SWETHA**
D/O **P. SURI BABU** Bearing Roll No. **0043000**
belongs to **WESLEY CENTENARY GIRLS HIGH SCHOOL**
has appeared and PASSED in the EXAMINATION held in **MAR, 1999**
in **THIRD** Division with **ENGLISH** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR
20/12/1980	TWO	ZERO	DEC ONE NINE EIGHT THREE

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (TELUGU)	48	FOUR SIX
THIRD LANGUAGE : ENGLISH	44	FOUR FOUR
MATHEMATICS :	47	FOUR NINE
GENERAL SCIENCE :	36	THREE EIGHT
SOCIAL STUDIES :	40	FOUR THREE
TOTAL :	215	(TWO TWO ZERO)
SECOND LANGUAGE : (TELUGU)	20	TWO ZERO
GRAND TOTAL :	240	(TWO FOUR ZERO)

Marks of Identification : 1.
2.

Shanthi Komari
23/6/99

Head of Institution
with School Stamp

[Signature]

SECRETARY
BOARD OF SECONDARY EDUCATION
S. E. HYDERABAD

Date of Issue : 23/06/1999

Any correction in the certificate will not be entertained after one month from the date of issue.
Any unauthorised correction in the certificate will result in cancellation of certificate.
The marks with an asterisk indicates the old marks secured in previous apparatus.



535654

Sl. No. C571009

23/5050/C571009



Board of Intermediate Education A. P.

Vidya Bhavan, Nampally, Hyderabad- 500



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF

This is to certify that **SWETHA P** ~~XXX~~ daughter
of **P SURI BABU** bearing
Registered No. **7146911** has appeared and passed at the Intermediate
Public Examination held in **JUNE/2002** in **COMPARTMENTALLY**
with **ENGLISH** as the Medium of Instruction.

The subjects in which he/she was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1 : ENGLISH	100	035*	100	060*
Part - 2 : SANSKRIT	100	035*	100	072*
Part - 3 : Optional Subjects				
ECONOMICS	100	036	100	035*
COMMERCE	100	035*	100	052*
CIVICS	100	041*	100	048*
Total Marks In Figures	449			
In Words	FOUR *FOUR* NINE**			
Date	19-07-2002			

Signature of the Principal and College Seal

Signature of Controller of Examinations

* INDICATES MARKS OBTAINED AT EARLIER EXAMINATION.