

GEETHA K K

#12470, 2nd Phase, Vijayanagar 4th Stage, Mysuru – 570 017

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CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me to achieve personal as well as organization goals.

To work with a growing organization for a challenging and responsible position that utilizes and nurtures my analytical skills.

EDUCATIONAL QUALIFICATION

Course	Institute	Year of passing	Aggregate
M A (Sociology)	KSOU	2007	55.9%
12 th (PCMC)	Mahajana College Jayalakshmipuram	1990	44%
10 th	Mahajana High School Jayalakshmipuram	1987	52%
English Typewriting (Junior/Senior)	Bright Institute of Commerce Lansdowne Building Mysore	Junior 1994	52%
	Ravi Institute of Commerce T K Layout	Senior 2000	
English Shorthand	Jnanabharathi of Commerce T K Layout	2006	55%

AREAS OF STRENGTHS

- Good leadership skills.
- Quick learner and a hard worker as well.
- Excellent communication skills.
- Open to learn new things.

WORKING EXPERIENCE

- **Working as Stenographer at Educational Multimedia Research Centre, University of Mysore, Mysore since 2000**

PERSONAL DETAILS

Date of Birth : 01-09-1972
Gender : Female
Languages : Kannada, English and Hindi.
Nationality : Indian.

DECLARATION

I hereby declare that the above information are true to best of my knowledge and hold the responsibility of the facts furnished. .

Place: Mysore.
Date: 16.03.2024

(Geetha K K)