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**SANDYA RANI ACHANNAGARI**

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Phone number: 00965-96751234

**Summary**

Seeking a position where I can maximize my accurate keyboard skills in a demanding work environment. To obtain employment in a company that recognizes hard work and reliability as central to positive job performance. To secure a position where my organizational and office skills are well utilized.

**Skills Highlights**

- PGDCA (Post Graduate Diploma in Computer Application)
- Tally with Accountancy
- MS Office package

**Accomplishments**

- Organizational skills and planning skills
- Data collection and Management
- Communication Skills
- Attention to detail
- Problem-solving
- Stress tolerance
- Confidentiality
- Prioritizing
- Reliability

**Education**

BA (OL), MA, BED **2007-2009**  
University of Andhra Pradesh  
India

**Experience  
(Total 10 Years experience)**

**Embassy of India, Kuwait** **November – 2015 to 2021**

- Documentation
- Passport related work

**BLS INTERNATIONAL**

**January – 2021 to 2024**

- . Customer Service Executive
- . Passport and Consular Related Work
- . Call Center

### STRENGTHS

- Can adjust to any circumstances
- Hardworking nature and sincerity
- Sense of responsibility, positive attitude
- Accept challenges with confidence
- Have an ability to complete work in given time
- Power of expression orally as well as on paper
- Professionalism in approaching targets and obtaining results
- Can work in a team

### Personal Information

Date of birth	04/07/1986
Sex	Female
Nationality	Indian
Marital Status	Married
Passport Number	W0768888
Place of Issue	Hyderabad
Visa Status	Article 18 (Transferable)
Civil Id Number	286070404701

### Languages known

- English
- Hindi
- Telugu
- Tamil
- Malayalam
- Arabic

### Declaration

**“It’s not the hours that are put into work; it’s the work that is done in an hour”.**  
I, Hereby Declare that the above details are true and correct to the best of my knowledge and belief.

**SANDYA RAVI ACHANNAGARI**