

## CURRICULUM VITAE

**J. KALPANA**

kalpanajogipet@gmail.com

☎ : 8790259891

Address:

H.No.14-40,

Indiragandhinagar,

Opp: IDPL Colony, Balanagar,

Hyderabad. Andhra Pradesh.

### OBJECTIVE

To work with a company, use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization's growth and goal, as well as to attain my professional goal.

### ACADEMIC PROFILE

**M.B.A.** : Pullareddy Institute Computer Science, (Osmania University), Domadugu, Dundigal, Hyderabad. Major specialization Finance and Minor Marketing, (2011-2013) with 1<sup>st</sup> Class 67%.

**B.com** (Comp): Mother's Degree College (Osmania University), Vidyanagar in the Year 2006.

**Intermediate** :R.B.V.R.R. Women's College, Narayanaguda, in the year 2003.

**SSC** : Maharaja High School, Ramanthapur, Hyderabad.

### SKILL SET

**Operating Systems** : Windows XP & Windows 7 &, MS-Office.

**Type writing** : Completed Lower Typewriting in 2014.

### SUMMARY OF EXPERIENCE:

Presently working as "Assistant Professor" for "Mallareddy Engineering & Computer Sciences" (Malla Reddy Educational Institutions) Kistapur Village, Medchal from 4<sup>th</sup> October 2016 to till date.

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Previously worked as “Assistant Professor” for “J.B. Institute of Engineering & Technology” (J B Group of Educational Institutions) Yenkapally Village, Moinabad Mandal, R.R. Dist., from 1<sup>st</sup> April 2015 to 30<sup>th</sup> September 2016.

#### **MY PERSONAL STRENGTHS:**

- Ability to operate basic operating systems like Microsoft Word, Excel, Power-Point, and MS project.
- Goal oriented and ready to take initiatives
- Self confidence of completing Task which is provided by superior
- Eagerness to Explore and Learn.
- Goal oriented and ready to take initiatives

#### **PERSONAL PROFILE**

**Name** : Kalpana Jogipet  
**Father’s Name** : J. Dayanand  
**Date of Birth** : 16-04-1986.  
**Permanent Address** : H.No. 14-40, Indiragandhi Nagar,  
Opp: IDPL Colony, Balanagar.  
Hyderabad – 500 037, A.P.  
**Marital Status** : Married.  
**Languages Known** : Telugu, Hindi & English.

#### **Declaration**

I here by declare that all the information provided here is true to the best of my knowledge and belief.

Yours Truly,

Date:  
Place: Hyderabad

(J. KALPANA)