

# Curriculum Vitae

**PRASANNA KUMAR YELDANDI**

ABU DHABHI, UAE

Mobile: +971 556266837

Email: [y.prasannakumar30@gmail.com](mailto:y.prasannakumar30@gmail.com)

**APPLIED FOR THE POSITION OF " ADMINISTRATIVE ASSISTANT"**

## PROFILE

To apply for a position that acknowledges my qualification and capabilities and also to be part of your company where in I could best use my aptitudes in fair challenging work that offer professional Career advancement and person development.

## WORK EXPERIENCE

- 1) Worked as a **Administration Assistant** at **District Intermediate Educational Office**, Rajanna Sircilla District, Telangana, **INDIA** For **3 Years**.
- 2) At present I am Working as a **Administration Assistant** at **EJAR NATIONAL CRANES AND EQUIPEMENTS LLC**.

## SKILLS

- Outlook, Microsoft Word and Excel
- Time Management
- Computer Proficiency
- Attention to Detail
- Good Communication Skills
- Problem Solving
- Multitasking and Confidentiality
- Emergency response

## PERSONAL DETAILS

Date of Birth	:	17.08.1992
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Married
Languages known	:	English, Hindi and Telugu

## EDUCATIONAL QUALIFICATION

**Degree (Graduation) Passed (2012-2015)**

## PERSONAL DETAILS

Passport No.	:	U8715867
Date of Issue	:	15-03-2021
Date of Expiry	:	14-03-2031
Place of Issue	:	INDIA

## PERSONAL DETAILS

I hereby certify that the above information are true and correct according to the best of my knowledge & my experience. If selected I assure that I would perform best of my abilities, early awaiting a positive response.

**PRASANNA KUMAR YELDANDI**

# Matrix

## Computer Academy

Near old Bus Stand, Above Balaji Skin Hospital, SIRCILLA-505301

ISO Certified Institution: ISO : 9001:2015

### Certificate

Roll No. 90301530



This is to certify that Mr/Mrs YELDANDI PRASANNA KUMAR  
S/o, D/o, W/o YELDANDI BHASKAR, has passed the  
examination conducted by the Examination **Matrix Computer Academy**  
for the course P.G. DIPLOMA IN COMPUTER APPLICATIONS  
during MARCH - 2016 to SEP - 2016 completed the course  
succesfully and obtained A+ Grade.

DATE: 10-10-2016

PLACE: SIRCILLA

  
Head Of Director



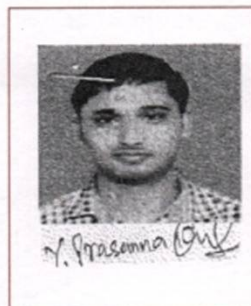
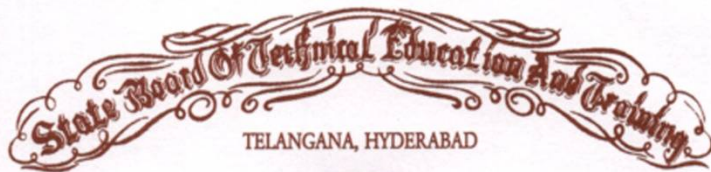
For Online verification Please visit  
[www.matrixcomputeracademy.org](http://www.matrixcomputeracademy.org)

  
Centre Director



C / I : 71/4501

SL. NO : 20180812470



### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that **YELDANDI PRASANNA KUMAR**

Son/Daughter of Sri **YELDANDI BHASKAR**

With Reg. No. **TEH18064501042** has passed the **TYPEWRITING ENGLISH HIGHER (45 WPM)**

**EXAMINATION** held in **JULY-AUGUST-2018 AT GOVERNMENT POLYTECHNIC, SIRCILLA**

and has been placed in **SECOND CLASS**

The candidate has secured the following percentage of marks :

PAPER I	PAPER II
66	45

DATE OF BIRTH : **1992-08-17**

FIRST CLASS : 75% and above in each paper

SECOND CLASS : 45% and above in each paper

SPONSORED BY : **STUDENTS TYPE INSTTBESIDE SBI,SIRCILLA**



Given under the Seal of the Board.

Date : **25-01-2019**

Hyderabad T.S.

**D. Venkata Ramana**

CONTROLLER OF  
EXAMINATIONS

**SECRETARY**

STATE BOARD OF TECHNICAL EDUCATION  
AND TRAINING, TELANGANA

Note : Requests for any corrections have to be made within one year from the date of Issue



# Matrix

## Computer Academy

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ISO Certified Institution: ISO : 9001:2015

### Memorandum of Marks

Name : YELDANDI PRASANNA KUMAR  
S/o, D/o, W/o : YELDANDI BHASKAR  
Roll No. : 90301530  
Course : P.G DIPLOMA IN COMPUTER APPLICATIONS  
Study Centre : Matrix Computer Academy Sircilla  
District : Karimnagar

S.No	Subjects	Max Marks	Scored
1	Paper - I Introduction to computers Ms - windows Microsoft office (Word, Excel, Powerpoint)	100	98
2	Paper - II MS - Access, Publisher Programing in C Internet concepts Trouble Shootings	100	96
Grade	A+	Total 200	194

Certificate No. : Q9186414620

  
Head Of Director



  
Centre Director



Ref no. TEC5796006234

## Certificate of Completion

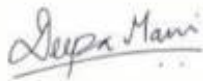


This is to certify that Mr. /Ms. YELDANDI PRASANNA KUMAR

Son/Wife/Daughter of Shri BHASKAR

District KARIMNAGAR State TELANGANA has successfully completed

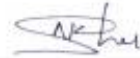
Certificate Course in Entrepreneurship (CCE) offered by Srinu Raju Centre for IT and the  
Networked Economy at Indian School of Business and CSC Academy.



Prof. Deepa Mani  
(ISB)



Date : 2023-10-03



Naveen Sharma  
Vice President  
Education & Skill Development