

Cover Letter

To,
HR/BUSINESS HEAD

Dear sir/Madam,

I am a Post Graduate qualified candidate from Nava Bharath **PG College, Osmania University** Bhongiri.

I started my career in Sales coordinator in Rohit Extractions Pvt Ltd, Hyderabad.

Currently working in RNK Agro & Chemicals Pvt Ltd, Hyderabad as a **Co-Ordinator (Sales & Accounts)**

I am passionate to work and flexible to move any platform and places irrespective of challenges to face in.

Location: **Flexible work Anywhere in India**

Thanks & Regards,
Sudagani Vijay Kumar

RESUME

Name: VIJAY SUDAGANI

Add: Narapally, Hyderabad, Telangana.

E-mail: vijaysudagani@gmail.com

Mob: +91 9014876938.

Career Objective

- To seek challenging avenues where my knowledge and experience matches with the organization's growth.

Strengths

- Strong leadership and motivational skill.
- Positive attitude.
- Hardworking, dedicated, willing to walk the extra mile to achieve excellence.
- Communicating with people.

Education

- Post Graduate in Mathematics from Osmania University.
- BSC Computers from Osmania University.
- Intermediate from Board of Intermediate.

Computer Knowledge

- Good knowledge of Tally, Microsoft Office, Ms Word, Corel, Photoshop, Excel, PowerPoint,

Experience

- Worked as a **Accountant** in **Rohit Extractions Pvt Ltd, Hyderabad** from 2008 to 2015.
- Working as a **Co-ordinator (Sales & Account)** in **RNK Agro & Chemicals Pvt Ltd.** at Hyderabad as from 2016 to till now.

Extra Curricular

- Socializing.
- Active participation in Essay Writing, Quiz and Elocution competitions held at school/college levels.

Personal Details

Name	SUDAGANI VIJAY KUMAR
Father Name	GOPAL
Date of Birth	10-08-1985
Marital Status	MARRIED
Nationality	Indian
Religion	Hindu
Linguistic Repertoire	English, Hindi and Telugu
Permanent Address	H.NO:8-6/2 SUBHASH NAGAR, YADAGIRI GUTTA. YADADRI-BHONGIR(dist) 508115
Temporary Address	H.NO: 12-3 SAPTAGIRI COLONY. BADRINATH ENCLAVE, NARAPALLY, GHATKESAR, HYDERABAD -500088
Hobbies	Learning new topics Reading Newspaper Listening to Music

I here by declare that the above written particulars are the best of my knowledge and belief.

PLACE:

DATE:

VIJAY SUDAGANI.