



# Atchuta Myneni

ECE, Office Assistant

## EXPERIENCE

**Working as Office Assistant in ECE Dept.**  
July 2023 – till Date

**Worked as Office Assistant in EEE Dept.**  
July 2010 – June- 2023

**Worked as Office Assistant in Mechanical Dept.**

In Prasad V Potluri Siddhartha Institute of Technology  
Kanuru - Vijayawada  
July 2001 – June 2010

**Worked as purchase Executive in Raghava Estate PVT.LTD**  
**1999 -2001**



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Vijayawada

## LANGUAGE

- English
- Telugu
- Hindi

## STRENGTHS

- Dedication toward work
- Adaptable
- Team work

## TECHNICAL SKILLS

Designing and Preparing Department Banners, Newsletters, workshop and FDP Brochures, Certificates

## Academic Reports

Preparation of Attendance reports, Department Academic activities, Official Communications

## EDUCATION

M.A (Economics) Nagarjuna University, Guntur

B.A (Economics) NTR College , Narsaraopet, Guntur

## COMPUTER SKILLS

- Proficient with Microsoft Word, Excel and PowerPoint
- Typing with the speed of 30 wpm