




DAYANANDA SAGAR ACADEMY OF TECHNOLOGY AND MANAGEMENT

(Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi)

Opp. Art of Living, Udayapura, Kanakapura Road, Bangalore- 560082

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

Accredited NBA, NAAC with A+, New Delhi

Name	Mrs. Rekha B	
Designation	Office Assistant	
Educational Qualification	B.A. in Phycology	
Area of Interest	Technical Skills	
Date of Birth	11.03.1978	
Email ID	rekha-cs@dsatm.edu.in	

Educational Details

- **B.A:** Phycology, Phycology, Maharani's Art's College, Bangalore – 2000
- **Subjects studied/ Specialization:** Political Science, Sociology & Phycology.
- **Technical Skills:** Word, Excel, Basic Photo Shop, Corel Draw & PageMaker. Basic Excel Formulas & V-lookup & Pivot-Table, Power Point Design Presentation.

Professional Experience

- Presently I am working as Office Assistance in Department of Computer Science & Engineering at **Dayananda Sagar Academy of Technology & Management**, Opp. Art of Living, Udayapura, Kanakapura Main Road, Bengaluru – 560082. (2nd June 2018 to still date).
- Worked as an Office Assistance in Media & Public Relations department at **Nitte Meenakshi Institute of Technology, Yelahanka, Bengaluru** (7th June 2014 to May 2018).
- Worked as an Assistant Executive in Knowledge Management department (Power Point, Excel & Word) at **Ace Creative Learning** (Jan 2011 to April 2011).
- Worked as Data Entry Operator in **SVYM (Swami Vivekananda Youth Movement - NGO)** and Excel Basic work since August 2011 to January 20th 2014.
- Data entry in **NIANP- National Institute of Animal Nutrition and Physiology** as a junior data entry in Administrative Office and Animal Nutrition Division. (1st April 2009 to March 31st 2010)

CONTACT DETAILS

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