CURRICULUM VITAE

NAME: NAGARJUNA PETLURI

MOBILE: +91 9121489253
E-MAIL:arjunpn253@gmail.com

OBJECTIVE

 I would like to build my career as a Background Verification Analyst in a dynamic organization, utilizing my problem-solving abilities, process knowledge and communication skills to ensure quality verification, while continuously learning and contributing to business growth.

EDUCATION & ACADEMIC PROFILE:

Degree	Name of the Institute	University / Board	Year of passed	Percengtage/ Marks
BSc	SV Degree college	Vikrama Simhapuri University	2022	8.07
HSC	APJ Abdul kalam Junior College	AndhraPradesh Board	2018	750
SSC	MJP AP BC (Boys) WREI School	AndhraPradesh Board	2016	7.7

TECHNICAL SKILLS:

Data Handling & Tools

- MS Excel (XLOOKUP, VLOOKUP, Pivot Tables, Data Validation)
- MS Word & PowerPoint (Documentation & Reporting)
- Basic knowledge on SQL and PLSQL

Data Analysis & Reporting

- Preparing MIS Reports
- Documentation & Record Management
- Quality Check (QC) & Audit Support
- Basic Data Analysis

Communication & Coordination

- Client Interaction & Query Handling
- Vendor / Agency Coordination
- Email & Professional Communication
- SLA Management

EXTRA CURRICULAM ACTIVITIES:

- Participating in inter-college debates and giving seminars
- Participating in essay-writing competitions
- Cooking competitions
- Travelling and trekking with friends

PERSONAL DETAILS:

- Date of Birth   : 04-06-2001
- Marital Status   : Unmarried
- Language Known   : Telugu, English, Hindi
- Hobbies   : Cooking, Swimming, Cycling
- Gender   : Male
- Nationality   : Indian

DECLARATION:

I hereby acknowledge that all the above information provided in the resume is full & true as per my knowledge.

Place: Banglore   Nagarjuna Petluri