



# VELURI VENKATA SATYA SREE

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## SUMMARY

Ambitious student talented at learning quickly and adding value to any team. Strong history of successful projects using leadership, communication and teamwork to complete tasks. Solid academic achievement paired with demonstrated commitment and integrity.

## SKILLS

- Staff Supervision and Team Oversight
- Business Administration and Leadership
- Project Management & Coordination
- MS Office
- Stakeholders' point of contact
- Scheduling and Calendar Management
- Operations Management & Process Improvement
- Work Planning and Prioritization
- Presenting Ideas and Plans
- Verbal and Written Communication

## EXPERIENCE

**COORDINATOR**, 02/2023 - Current

**Entrepreneurs' Club @GITAM**, VISAKHAPATANAM, IN

**VOLUNTEER**, 09/2023 - 10/2023

**Toptrove Foundation**, Remote, IN

**INTERN**, 01/2023 - 07/2023

**Steel Exchange India Limited**, Vizianagaram, IN

- Assisted in coordinating project activities to ensure successful completion within established deadlines.
- Collaborated with stakeholders to ensure that all requirements are met throughout the life cycle of a project.
- Drafted presentations to communicate project updates to senior leadership team members.
- Assisted in resolving conflicts between different departments related to resource allocation for projects.
- Coordinated with external partners and suppliers to ensure timely delivery of materials needed for projects.
- Prepared for team meetings by organizing materials, building charts and preparing presentations.
- Helped define project roles and responsibilities, deliverables and timelines by working closely with stakeholders.
- Assisted vendors and customers in site logistics, responding to inquiries.

**OPERATIONS TEAM MEMBER**, 03/2023 - 05/2023

**G-sports Club**, Visakhapatnam, IN

- Developed and implemented processes to improve operational efficiency.
- Resolved conflicts between internal departments related to operations tasks.
- Managed scheduling and staffing needs for operations team members.
- Stayed upto date with the daily happenings.

EDUCATION AND TRAINING

*Gandhi Institute of Technology And Management, Visakhapatnam, India, Expected in 08/2025*  
BBA

*Achievvers Junior College, Visakhapatnam, India, 07/2022*  
High School Diploma

*Kakatiya Public School, Gajuwaka,India, 06/2020*  
8th-10th Grade: CBSE

*Balaji Highfields School, Visakhapatnam, India*  
2nd-7th Grade: CBSE

ACTIVITIES AND HONORS

- Developing a startup related to tourism.
- Self-volunteering by cleaning beaches once a week from 6 months.
- Learning psychological disturbances and renewable energy systems.

CERTIFICATIONS

- COURSERA:
- Human Resource Management: HR for People Managers Specialization
  - Managerial Accounting: Cost Behaviors, Systems, and Analysis (with Honors)
  - Economics of Money and Banking
  - Intercultural Management
  - Project Management Principles and Practices Specialization
  - Everyday Excel Specialization
  - Create Informative Presentations with Google Slides
  - Google Project Management: Specialization
  - Financial Accounting: Foundations
  - Introduction to Computers and Office Productivity Software
  - Introduction to Social Media Marketing

LANGUAGES

Telugu: First Language

English: C2

Proficient (C2)

Hindi: C1

Advanced (C1)

Italian: A1

Beginner