

SANNEELLA JEEVAN KUMAR
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**ED
UCA
TION**

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to success of company.

COURSE	SCHOOL/COLLEGE	YEAR OF PASSING	CGPA
SCHOOLING	VIGNAN INTEGRATED HIGH SCHOOL	2015	8.7
INTERMEDIATE	SRI GAYATRI JUNIOR COLLEGE	2017	8.64
ENGINEERING (IT)	GURUNANAK INSTITUTIONS	2022	5.9

TECHNICAL SKILLS

M.S OFFICE

PROFESSIONAL EXPERIENCE:

NAME OF ORGANIZATION

CREDIT ACCESS GRAMEEN LIMITED

NOV-2024 TO TILL DATE

Designation : RO ADMIN

Responsibilities :

- Branch Visits
- Repair and maintenance of all branch assets – New and Replacement
- Monthly stock supply
- New branch Set-up
- Regional Office maintenance
- Trade Licenses- new and renewals
- Audit compliance (CCTV & FAR)
- Rental agreements & payment liaisoning
- MRM meeting arrangement
- Monthly tracker
- Local purchase invoice followups
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CORE INTEGRA CONSULTING SERVICES PVT LTD

JULY-2023 to OCT-2024

Project : TCSION

Designation : Venue Admin Manager

Responsibilities:

- Ensuring All invoices are raised by the Partners on time, verification, and timely submission for processing.
- strong knowledge of building management services and statutory compliance.
- Checking all Assets(IT&NON-IT)for defects with IT Managers and another dedicated staff.
- Ensuring Critical Equipment are being serviced by OEM as per schedule and regular follow-up with partner.
- oversee security, housekeeping,cafeteria managemen, stationery & Pantry .
- Ensuring all defects are recorded in the defect register and calls are logged on time and defect cleared within the stipulated SLA.
- Handling of emergencies such as earthquake, fire ,crowd menace ,medical emergencies incident reporting and follow-up actions if any.
- Ensuring all audit observations by auditors aremitigated in time.
- Liaison with partner to fulfill client specific requirement installations.
- Follow-up /liaison with OEMs for undertaking schedule servicing.
- Managing Medical Emergencies & Transport services during adverse weather.

DPS SALES & SERVICES (INDIA)

March-2022 to April-2023

Designation: Admin Executive

Responsibilities:

- Inventory & Invoice Management
- Producing Reports & presentation
- Managing Safety precautions in the aspects of fire & CCTV surveillance

INDIVIDUAL SKILLS & INTERSETS

- Good communication skills
- Chess player
- Vendor management
- Inventory management
- Building management
- Office management
- Calander management

PROJECT DETAILS

TITLE : Detecting Spam Messages In Twitter
DESCRIPTION : This program is used to detect spam messages in twitter
TECHNOLOGIES USED : PYTHON

Personal details:

Father's name: S venkatesham
Date of birth :10/7/1998
Nationality: Indian
Languages : English, Hindi, Telugu

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place:

Date:

Signature