CURRICULUM VITAE

**N.UDAY RAJU**

# MOBILE No: +91 8123482862

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| **CAREER OBJECTIVE:** |

**To obtain a career oriented profession in any sector where by challenging and responsible position I am determined to build by career in an organization where I can utilize and enhance my skills and abilities to the fullest for the benefit of both the organization and mine.**

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| **ACADEMIC QUALIFICATIONS :** |

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| **QUALIFICATION** | **UNIVERSITY / COLLEGE/SCHOOL** | **YEAR OF PASSING** | **PERCENTAGE** |
| MBA | NOBLE PG & ENGINEERING COLLEGE, NADERGUL. | PURSURING | - |
| B.Com (General) | R.G KEDIA COLLEGE OF COMMERCE, ESMANIA BAZAR. | 2014 | 52% |
| INTERMEDIATE | J.V.S JUNIOR COLLEGE, DILSUKHNAGAR. | 2008 | 50% |
| SSC | SRI SARASWATHI SHESHU, MANDIRAM, MADAVNAGAR, SAIDHABAD. | 2004 | 72 % |

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| **STRENGTHS:** |

* Self-confidence.
* Hard Working.
* Positive Thinking.
* Good learning skills and easily adaptable to environment.
* Good Leadership qualities and belief in team work.
* Good Decision making, and implement.

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| **TECHNICAL SKILLS:** |

* M.S-Word.
* MS- Excel.
* MS- PowerPoint.

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| **WORKING EXPERENICES:** |

* **2011 – 2013 Worked As Administration Department Executive and Institute In-Charge in Vikas Academy, Bangalore.**

**RESPONSIBILITIES:**

* + Attending the Faculty & Students calls & Wilkin Students and provide the Tutors Data &Timings to them and provide information about the Academy,
  + Prepare the Students data and requirement of subject, Class Schedules to provide them about the Classes and also the Administration Dept Maintenance.
* **2013– 2015 Worked As Administration Department Executive and sales executive in Sri Sri Constructions, Bangalore.**

**RESPONSIBILITIES:**

* Attending the Customers calls & Walk-in customers and Explain about the Property to them and provide information about the Property,
* Explain Customers by taking them to Property Location from Office,
* And also Collect the Customers Details and also Prepare the Documents for the Registration,
* Collect the Customers data from the Web Portals Like, 99acres, Common Floor, Magic Bricks , and fallow up them,
* Handle the Customers at Registration Office and guide the Customers for complete process and provide the Sale Deed’s of customers to Bank who are going for Loan and collect the Cheques from them, and also the Administration Department for Prepare Documents and
* Khatha’s and Individual Khatha’s for Customers.

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| **PERSONAL DETAILS:** |

Father’s Name : N. KALADHAR RAJU.

Mother’s Name : N. ARUNA

Date of Birth : 27-05-1988.

Languages Known : English, Hindhi and Telugu.

Permanent address : H-No: 13 - 57/1, Plot No: 96,

Lokayatha Colony,

Badanpet,

Hyderabad–500 058.

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| **DECLARATION :** |

I hereby declare that the above stated information is true, to the best of my knowledge and belief.

Date :

Place :

SIGNATURE

**(N. UDAY RAJU)**