

Doddi Naveen

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Objective

Organized and detail-oriented professional with a strong foundation in operations and file management. Skilled in maintaining centralized records, coordinating with cross-functional teams, and ensuring compliance with regulatory requirements. Proficient in MS Office Suite and tools like Service Now, with a passion for streamlining processes and improving efficiency.

Education

Degree	Institute/School	CGPA/Percentage	Year
B. Tech - IT	Sri Venkateswara College of Engineering, Tirupati	80	2020-2024
Inter - MPC	Sri Chaitanya College, Kurnool	89	2018-2020
10th – CBSE	St Joseph Public School	77	2017-2018

Skills

- **Tools & Platforms:** MS Office Suite (Excel, Word), Service Now, GitHub
- **Databases:** MySQL (basic knowledge for record-keeping)
- **Soft Skills:** Communication, Team Coordination, Problem-solving, Attention to Detail
- **Technical Skills:** File Management, Compliance Documentation, Dashboard Maintenance

Projects

Centralized File Management System

- **Objective:** Developed a centralized file management system to organize and maintain records for advertising campaigns.
- Created a structured folder system for easy access and retrieval of documents.
- Ensured timely and accurate filing of reports as per compliance requirements.
- Coordinated with cross-functional teams to gather and update records.
- **Tools Used:** MS Excel, MS Word, Google Drive

Compliance Dashboard for NPRA

- **Objective:** Designed and maintained a compliance dashboard to track NPRA responses and product reviews.
- Updated dashboards with real-time data for internal and external audits.
- Followed up with teams to ensure timely closure of product reviews.
- Maintained records and evidence for compliance purposes.
- **Tools Used:** MS Excel, Service Now

Merchant Onboarding SOP Review

- **Objective:** Reviewed and documented merchant exception cases in line with approved SOPs.
- Ensured adherence to merchant onboarding guidelines.
- Maintained records of exceptions and provided recommendations for process improvements.
- **Tools Used:** MS Word, Service Now

Certifications & Achievements

- **Microsoft Office Specialist (MOS):** Certified in MS Excel and MS Word.
- **1stop – File Management and Compliance:** Completed a course on file management and compliance documentation.
- **Accenture – Virtual Experience Program:** Gained hands-on experience in operations and team coordination.
- **NPTEL – Data Management Using Excel:** Learned advanced Excel techniques for data organization and analysis.