

RESUME

Name: A.PRUTHVIKA REDDY

Mobile No: 2368621305

Email: pruthvikaadla@gmail.com

CAREER OBJECTIVE

To be a part of organization which enhances my technical and analytical skills, making me strong in field of job and helping me to grow professionally and also for the growth of the company.

PROFESSIONAL SUMMARY

Phoenix American Sales Focus Solution

Data Analyst

- Having 1.7 years of professional experience as DATA analyst in IT industry
- Worked on MARS – which is a customer management and Sales reporting application that is designed specifically for the Financial Services Industry.
- Responsible for working with clients who are asset managers that offer products such as mutual funds, annuities and separately managed accounts.
- Worked with clients on MARS to run sales report
- Worked as a mediator for the clients between the whole sales team and the representatives at the financial intermediaries, to discuss the sales report
- Worked as manual tester for 6 months as an Intern

GUS Education

Business Development Coordinator

Having 4.2 years of professional experience as Business Development Coordinator

- Worked with GUS Education Processing applications As part of the UCW student admission policy and the instructions of the Business Development Manager (International), the job holder is accountable for receiving, reviewing and placing in Salesforce of student Applications for admission sent by agents, sending to agents notifications of acceptance by the University of a Particular Student's Documents and confirmation from University of the received tuition fees.
- Advising agent: The job was accountable for handling agents' queries and advising them on the admission process to ensure that agents are fully informed about the process.
- Communicating with BD: The job was accountable for communicating with IBDs when there are admin problems with agents that cannot be resolved on their own.
- Reporting: The job was accountable for preparing and submitting reports to the line manager to help make well-informed managerial decisions.

Currently working at Hyderabad Biryani house

TECHNICAL SKILLS

- Programming language: Basic Knowledge in C and HTML.
- Database: MySQL
- Operating System :Windows

STRENGT

- Good Communication Skills
- Strong team builder
- Commitment towards my work
- Assertive in nature
- Able to involve in the project pro-actively
- Trained patiently other associates for the Data Analyst Role.

EDUCATION

Qualification	Name of institution	Year of completion

B.Tech(CSE)	Gurunanak Institutions(GNITC)	2017
Intermediate	Narayana Junior College	2013
SSC	St Ann's high school	2011

PERSONAL PROFILE

Father Name : Karunakar Reddy.A
 Mother Name : Kavitha Reddy.A
 Date of Birth : 14-dec-1995
 Language known : English,Telugu and Hindi

DECLARATION

I hereby declare that the above given details are up to my knowledge.

Place: Hyderabad.

Date:

A.PRUTHVIKA REDDY