

RAGHU BABU BOMMELA

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SUMMARY

Over 7 years of proven experience supporting cross-functional teams and driving process efficiency. Known for a strong work ethic, attention to detail, and ability to manage multiple priorities effectively.

EXPERIENCE

IT Skills Facilitator - AGI Greenpaac - Bhongir, India

11/2024 to Currently Leading

(Under HSIL Corporate Social Responsibility Foundation)

- Maintained up-to-date knowledge of technological advancements, integrating new tools and techniques into training curriculums.
- Developed and distributed instructional materials to learners, assisting students with content mastery and retention.
- Equipped learners with practical skills and knowledge by arranging and coordinating workshops, demonstrations and conferences.
- Understood subject matter and computer systems through background material and content studies, employing knowledge in explaining topics to learners.
- Trained students in theory and practice of computer usage to fulfil learning needs.
- Monitored and reported on the effectiveness of training programmes, recommending adjustments to improve future sessions.
- Conducted needs assessments to identify skill gaps within teams, developing targeted training initiatives to address these deficiencies.
- Crafted training schedules and tasks to help trainees meet learning objectives.
- Enforced and observed health and safety standards during lessons, minimising accidents and incidents.

MIS Executive - IQ Minds Groups Metpally, India

03/2018 to 05/2024

- Developed and implemented MIS reports to support management decisions, enhancing operational efficiency across departments.
- Produced monthly Management Information reports, clearly illustrating data trends to identify growth opportunities.
- Prepared detailed documentation on MIS operations, serving as a valuable reference for ongoing and future projects.
- Analysed and adapted workflows to meet evolving needs.
- Assigned and monitored work of computer-related professionals.
- Assisted senior leadership teams in gathering and evaluating MIS data, aiding ongoing performance analysis.
- Negotiated with software providers to secure cost-effective solutions without compromising on quality or functionality.

EDUCATION

Bachelor of Commerce: B.Com – CA - 2023 Satavahana University –Karimnagar.

KEY PROJETS LEAD

Project Leadership – Government Skill Development Programs

IQ Minds Educational Society – Metpally, 505325

Project Lead Dates of Employment: [March, 2018] – [May, 2024]

Spearheaded the implementation of government skill development schemes including **PMKVY (Pradhan Mantri Kaushal Vikas Yojana)**, **PMKK (Pradhan Mantri Kaushal Kendra)**, and **TASK (Telangana Academy for Skill and Knowledge)** within a private academic institution framework.

Successfully achieved and exceeded project targets:

- **PMKVY** – Trained and certified **120** candidates as per scheme guidelines.
- **PMKK** – Managed and executed training for **360 to 500+** candidates, meeting diverse skilling requirements.
- **TASK** – Coordinated training for **100+** students aligned with industry-specific modules.
- Oversaw program planning, faculty coordination, student enrolment, scheme compliance, reporting, and liaison with government bodies.
- Ensured end-to-end execution including mobilization, training delivery, assessments, and placement tracking

CERTIFICATIONS

- **Project Management Certification – CPD (Continuing Professional Development)**

Accredited Completed: **July, 2023 – Alison**

- Gained comprehensive knowledge of project planning, Execution, Risk Management, Stakeholder Communication, and team leadership aligned with international project standards.

- **MS Office & Advanced Excel Training**

Sri Satya Technical Institute – Completed: **December, 2021**

- Gained hands-on experience in Word, PowerPoint, Outlook, and Advanced Excel Functions including, PivotTables, Conditional Formatting, Charts, and Data Analysis Tools.

- Logistics Documentation Assistant - **QP No: LSC/Q1122 – NSDC.**

PERSONAL INFO

Date of birth: 26/04/1999

Nationality: Indian

Marital status: Single

Gender: Male

Languages: English, Hindi and Telugu

SOCIAL NETWORKS

- [linkedin.com/in/raghu-babu-08928a229](https://www.linkedin.com/in/raghu-babu-08928a229)