

## Career Summary

With 2 years of experience as a computer operator admin at Yoganand Institute and 1.6 years as a Transaction Processing Officer in Mphasis Ltd. Skill set includes computer trouble shooting in hardware and networking.

To seek a challenging career where I can enhance my skills and contribute to company's growth.

## Professional Details

**Organization** : Yoganand Institute.

**Designation** : Computer Operator Admin

**Duration** : June 2015 to June 2017

- Took the classes for Students
- Acquainted with the MS office applications and have good knowledge in trouble shooting Peripherals and maintenance of other Miscellaneous works in school

**Organization** : Mphasis Ltd.

**Designation** : Transaction Processing Officer

**Duration** : April 2019 to October 2020.

- Prepares Invoice for the clients
- We are authorized to interact with underwriter through mail
- Processing the work as per underwriter requirements and instructions
- Getting client details through outlook application in the form of PDF Documents, Word documents, screenshots, Excel PowerPoint
- After all the process sending mail to the underwriters
- Working on Citrix applications

## Applications worked on:

*IPS, Zspire, SAP, Zpact, ZTR, Efile, Itrac, Lotus Notes, Relay, BOE(Loss RUN), MS-Excel, PDF, MS-Word*

**Process Name** : RC Casualty (Receiving country Casualty)

## **Educational and professional qualification**

10<sup>th</sup>Std – SBSE – Sama Public School;  
Kakinada, Andhra Pradesh – **2008**  
**Secured 58.3%.**

Bachelor of Commerce – P.R Govt College  
(**Affiliated to Andhra University**)  
Kakinada, Andhra Pradesh – **2018**  
**Secured 50%**

## **Skills**

### **AWS (Amazon Web Services): -**

- EC2 (Elastic Compute Cloud)
- EBS (Elastic Block Store)
- EFS (Elastic File System)
- VPC (Virtual Private Cloud)
- IAM, Route53
- AWS Lambda
- S3 (Simple Storage Service)
- Basic knowledge on Devops Applications Git, Git Hub, Docker Jenkins, Maven, Gradle, Ant, Ansible, CI/CD pipeline
- **Certified in ‘HARDWARE(A+)N & NETWORKING(N+), WINDOWS 2003 SERVER ADMINISTRATION from APTECH COMPUTER EDUCATION**
- **Certified in windows 2008 server administration from International School of Advanced Networking Limited(ISAN)**

## **Personal Information**

Full Name – Satya Nagendra Durga Kalyan Uddisa  
Father Name – Veera Venkata Satyanarayana  
Date of Birth – 05<sup>th</sup> May 1993  
Languages known – Telugu, English,  
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**KALYAN**  
**(Kakinada)**