**RESUME**

**YESHWANTH KONDAVEETI**

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**Total Experience:** 2 Yrs 11 months.

**Professional Summary**:

Detail-oriented and client-focused professional with proven experience in U.S. retirement services and startup operations. At **ADP India Pvt Ltd**, led claim validation, flagged duplicate submissions using proprietary tools, and delivered real-time client solutions during weekly meetings. Skilled in managing high-volume mailboxes and ensuring process compliance. Additionally, drove end-to-end client engagement in a startup setting—from gathering requirements to coordinating with development teams and finalizing project costs. Brings a flexible, solutions-driven mindset across both corporate and agile environments.

**Professional Experience:**

**Prominent Scientific Pvt Ltd – Client Engagement & Cost Consulting**

*(OCT 2023 – MAY 2025)*

* Managed end-to-end client communication for requirement gathering and project scope definition.
* Collaborated with the development team to evaluate technical feasibility and estimate development costs.
* Negotiated and finalized project costs with clients, balancing technical inputs and client expectations.

**Consultant | ADP India Pvt Limited**

*(AUG 2021 – FEB 2022)*

* Processed and validated U.S. retirement claims by cross-checking backend data with client organizations.
* Identified and addressed duplicate claims using ADP’s proprietary tools, ensuring data accuracy and compliance.
* Responded to real-time client inquiries in weekly meetings with clear and prompt resolution.
* Managed a high-volume Outlook mailbox to track and prioritize incoming claim-related communications.

**Academic Profile**:

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| --- | --- | --- | --- | --- |
| **Course** | **Name of the Institution** | **Board/University** | **Year of Passing** | **Percentage** |
| MSc (Computer Science-Intelligent Systems) | Central University of Kerala | Central University of Kerala | 2022 | 7.83 CGPA |
| BSc (MECs) | Bankatlal Badruka College for Information Technology | Osmania University | 2020 | 8.17 CGPA |
| Intermediate | Narayana Jr College | Telangana State Board of Intermediate Education | 2017 | 88.2% |
| SSC | Jawahar Navodaya Vidyalaya R R Dist. | Central Board of Secondary Education | 2015 | 7.4 CGPA |

**Soft Skills :**

* Analytical Thinking & Problem-Solving
* Effective Communication & Collaboration
* Multi-tasking & Time Management
* Quick Learning & Adaptability.