

Resume



EROLLU LAVANYA

Permanent Address

E-mail: erollulavanya@gmail.com

Village & Post Office - Kismathpur

Tehsil- Bandlaguda Jagir, Distt.- RR

Mob: 9398039425

(Telangana State) - 500086

Career Objective

Currently seeking a position to utilize my skills and abilities in the challenging and competitive environment that offers professional growth while being resourceful, innovative and flexible.

Academic Qualification

- Master of Business Administration (MBA) under JNTUH, Hyderabad with 80%
- Bachelor of Business Management and Technology (BBMT) under OU, Hyderabad with 82%
- Higher Secondary Examination (12th) under AP State Board, Secunderabad with 90%
- High School Examination (10th) under AP State Board, Secunderabad with 68%

Computer Skills

- MS Office (Word, Excel, Power Point), MS Dos, D.T.P. (Page Maker.), Mathematics (Equations) Tally, Internet, English Typing Knowledge.
- Operating system- Window
- Software Installation , MS –office and Other Software.

Present & Past Experience

- Having **03 years** of as **Asst. Registrar (B.Tech.) in School of Aeronautics**, Neemrana (Alwar) Rajasthan (Approved by, Director General of Civil Aviation, Govt. of India, All India Council for Technical Education, Ministry of HRD, Govt. of India & Affiliated to Rajasthan Technical University. Kota, Rajasthan) since **1st Jan, 2019 To Till Date.**

Presently Working: Asst. Registrar in Examination Controller **School Of Aeronautics, Neemrana, Rajasthan.**

Roles & Responsibilities:

- ◆ Develop and maintain a filing system.
- ◆ Conduct Exam and make examination Schedule.
- ◆ Type question paper and circular.
- ◆ Update and maintain database such as mailing lists.
- ◆ Organized and schedule meeting and appointments.
- ◆ Assist in the preparation of regularly scheduled reports.
- ◆ Preparing Lesson Plan and Unit Plan to faculties
- ◆ Totally Engaged in Internal & External Exams from beginning of Exams to sending copies to the university.
- ◆ Preparing C.S. Diary and sending bill to University (RTU & BTU).
- ◆ Maintaining Mark sheets & distribution of Mark sheets of students
- ◆ Documentation task
- ◆ Engaged in Administration process during admission time.
- ◆ Uploading Internal marks on portal
- ◆ Admission process
- ◆ Partially involved in NBA department
- ◆ Multi tasking

Hobbies

- Listening Music.
- Internet surfing

Strengths

- I am sincere, honest and hard working person, believing that always think positively to the grew up in my profession and finance by self and for the organization. I think that different mind is become master mind, so I am believing to work with a good team spirit and also believe that oriented work is equally distributed to the subordinate.

Personal Details

Father's Name	:	Mr. Mallesha
DOB	:	09/05/1996
Sex	:	Female
Marital Status	:	Single
Nationality	:	Indian
Languages Known	:	English, Telugu, Hindi

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place:

(E.LAVANYA)