Kethavath Pavan Kalyan

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CARRER OBJECTIVE

- To start career within a dynamic and growth-oriented organization where I can leverage my skills and talents to their fullest potential. My aim is to excel as a professional, contributing effectively to the success of the organization while continuously developing my expertise. With a strong commitment to achieving excellence and a passion for overcoming challenges, I seek to attain significant milestones and recognition in my career. I am dedicated to driving positive outcomes and making a meaningful impact, all while striving for greater heights in my professional journey.

TECHNICAL SKILLS

MS Office, MS Word, Windows(Operating System), Chat GPT

PERSONAL SKILLS

Problem-Solving abilities, Creative skills, Quick learning, Leadership, Positive attitude and Exploring new things

EDUCATION

- **Govt City College**, Hyderabad   2019-2022
  Bachelor of Science in Life Science
  Percentage: 91.8%

- **Sri Chaitanya Jr College**, Hyderabad   2017-2019
  Intermediate in Science
  Percentage: 93%

- **Natco High School**, Hyderabad   2016-2017
  Matriculation
  CGPA: 9.2

CERTIFICATIONS

- **PGDCA (Post Graduate Diploma in Computer Application)**
  by CISCO

PROJECTS

- **Business Proposal Document (MS Word)**

  - This project involved creating a comprehensive business proposal for a new product launch. The document included sections such as the executive summary, market analysis, marketing strategy, financial projections, and implementation plan. Advanced MS Word features like styles, table of contents, header and footer, and citations were utilized to ensure a professional and well-structured presentation.

- **Academic Research Paper**

  - This project focused on writing a detailed research paper on a chosen academic topic. Key elements included an abstract, introduction, literature review, methodology, results, discussion, and conclusion. MS Word's reference management features were used to handle citations and bibliography in APA format. The paper also featured sections with different headers, footnotes, and embedded charts and graphs.

- **Sales Performance Dashboard (MS Excel)**

  - The objective was to create a sales performance dashboard to track and analyze sales data over various periods. The project involved using MS Excel to import sales data, perform data cleaning, and apply pivot tables and charts. Conditional formatting and dynamic ranges were used to highlight key metrics and trends, providing a clear visual representation of sales performance

- **Customer Feedback Survey (MS Forms and MS Excel)**

  - This project involved creating a customer feedback survey using MS Forms, distributing it to customers, and analyzing the responses. The survey collected data on customer satisfaction, product quality, and service efficiency. The responses were then exported to MS Excel for detailed analysis, including data cleaning, statistical analysis, and visualization through charts and graphs to derive actionable insights.

EXTRACURRICULAR ACTIVITIES

- **Cricket Tournament (1st place)**

- **Literature Club Member**