TETHALA SOWJANYA

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# EXPERTISE TOOLS:

Graphic Tools Office Tools

| Adobe Acrobat.

| MS Word, MS Excel

Browser compatibility | Chrome, Firefox, Internet Explorer.

Operating Systems | Windows Family.

# PROFESSIONAL EXPERIENCE

**TECH MAHINDRA, Hyderabad, Telangana. 2021 – Present.**

**Associate - Quality**

**Project Name: GSK (GlaxoSmithKline)**

**GlaxoSmithKline**, incorporated on December 6, 1999, is a global healthcare company. The Company operates through three segments: Pharmaceuticals, Vaccines and Consumer Healthcare. The Company focuses on its research across six areas: Respiratory diseases, human immunodeficiency virus (HIV)/infectious diseases, Vaccines, Immuno-inflammation, Oncology and Rare diseases. The Company develops a range of prescription medicines, vaccines and consumer healthcare products.

**Roles and Responsibilities:**

* Performing QA review of the Print, Digital, Banners and Video related jobs against the applicable source documents provided by clients
* End-to-End reviewing the Digital Content on web version, mobile version & on iPad for HTML builds of email templates, fragments, web applications, Newsletters, animated & static banners against customer source documents.
* Proofing the Print PDF documents, PPT documents created by Designers against the briefs files provided by Customer.
* Quality testing of Creative artworks and Video related jobs on Adobe tools like Acrobat, Premiere Pro, After Effects etc.
* Quality checking of Print related jobs on Adobe Acrobat PDF and on Power Point presentation tools.
* Proofing the content, Font type, size, Alignment, Formatting, Image/Logo design, Style changes/ overriding existing style, checking Brand Style Guides, colors checking on web browser, PDF, PPT, Animation Banners and on Adobe tools(Acrobat, Premiere Pro, After Effects) against the customer provided all guidelines document.
* Performs checks on Agency Created HTML Builds & Artwork creatives, adheres to Customer Standard procedures
* Ensures multiple steps of Quality checks are performed before the content is released to Live
* Involvement in preparation of HTML Builds, Artwork creative designs, Test cases, Error documentation and executing the same.
* Conducting periodic check of website content and updating the same as per company requirements.
* Able to maintain 100% TAT and Quality.
* Strong understanding of website functionality requirements.
* Provides quick feedback to website development team prior to website rollout.
* Communicating with client on Skype, Outlook to get the clarification on specific information about the job.

**EDUCATION**

* B.sc Completed with overall 64.87% from Dr.B.R. Ambedkar Open University in 2019.
* D.Ed. Completed from Govt DIET college in 2013
* 12th passed from Sri Venkata Sai junior college in 2011 with 96.3%
* 10th passed from Geetanjali public school in 2009 with 92.8%

**AWARDS & HONORS**

* Received **BRONZE Award** for Excellence Recognition Performance.
* Received **BRAVO Award** for Extraordinary Performance. Got good **appreciations** from **clients and managers.**
* Achieved Client confidence by delivering quality work on time. Consistently received the highest rating in the annual performance review.
* Got second prize in Women Empowerment speech held on Women’s Day in my college.
* Got school first in 10th
* Got district first in 12th
* Got college first in D.Ed.

**STRENGTHS:**

* Committed, dedicated.
* I am quick learner, Adaptability.
* Good leadership qualities and good organizing skills.
* Good motivator, enthusiastic and open to learn new ideas.