

NAGALAKSHMI VENIGALLA

Mobile: 9966841016

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OBJECTIVE

Pursuing opportunity which will allow me to grow professionally, while effectively utilizing my versatile skill set to help promote your corporate mission and exceed team goals. Looking forward for an opportunity to prove myself in Human Resources sector.

SUMMARY OF QUALIFICATION:

Extremely motivate and passionate in whatever I choose to do strong interpersonal and communications skills and know how to handle and deal with different kinds of people and circumstance quality effective working independently and in cooperation with others.

ACADEMIC EXCELLENCE:

Post Graduation (MBA)

- Secured 75% in the discipline of MBA (HR)
- Studied in Sri Indu PG College, Vaidehi nagar, NGO's Colony, Vanasthalipuram.
- Year of passing – 2010.

Under Graduation (Bachelor of Commerce)

- Secured 76% in the discipline of B.Com (Economic, Accounts)
- Studied in KV Ranga Reddy Degree College IS Sadan, Hyd.
- Year of passing – 2006.

Board of Intermediate Education (C.E.C)

- Secured 70% with the main subject as Civics, Economic, Commerce
- Studied in Sangam Laxmibai Junior Kalasala IS Sadan, Hyd.
- Year of passing 2003

Secondary School Education (S.S.C)

- Secured 59% in State Syllabus
- Studied in M.H. Guptha High School
- Year of passing 2001.

SOFTWARE SKILLS

Packages: Ms- Office, JAVA, DBMS, WINDOWS 98, 2000 Prof, XP

ADDITIONAL SKILLS

English Lower type completed

EXTRA CURRICULAR ACTIVITIES

Conducted event like management meet in my college.

Active participant in seminar and PPT presentation conducted in the college.

PROFESSIONAL SUMMARY

RAMOJI FILM CITY

Sep 2012 – still

As an Executive in Managing Director Office

Responsibilities:

- Scheduled appointments and handled calendar for Managing Director.
- Transcribed phone messages and relayed to appropriate personnel.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Screened calls and emails and initiated actions to respond or direct messages for managers.
- Processed travel expenses and reimbursements for executive team and senior management group.
- Organized and coordinated conferences and monthly meetings.
- Prepared presentations, materials and documentation for executives and board members in meetings and other engagements.
- Gathered documents, data and formulated analytics to prepare issues for discussion and reports for review.
- Record MIS meeting discussions and provide minutes to concern HOD's.
- Handled scheduling for Vice president meeting agenda and other supporting materials.

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- Offered assistance, collaboration and clerical support to auditors throughout entire review process.
- Collecting CMT reports and previous meetings minutes files submitting to Managing Director.
- Collecting Family Board Meeting file and Meetings and submitting to Managing Director.
- Collecting Annual General Board Meeting file and submitting to Managing Director.
- Collecting finance information and Submitting to Managing Director for monthly review.
- Preparing Hotels guest feedback analysis report on monthly basis and submitting to their respective unit Heads and Managing Director.

TRK College of Engineer & Technology

Apr 2006 – Aug 2008

Assist to Placement Officer

Responsibilities:

- Scheduled appointments and handled calendar for Placement Officer
- Handled scheduled appointments of College Dean whenever required.
- Transcribed phone messages and relayed to appropriate personnel.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Checking On/off campus drive details through various website & from other colleges and providing to 03rd and 04th year students.
- Prepare and providing all students details documents for Conducting on campus drive.
- Collecting all students mails IDs and Contact details for updating campus drive details.
- Schedule and Guiding students to attend all training sessions conduct by placement officer.
- Maintain all students record details.
- Preparing exam question paper as directed by the Unit professor or Teaching staff.
- Supporting to other Administrative department whenever required.

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PERSONAL STRENGTHS:

- Ability to learn quickly, work independently and prioritize multiple tasks in a deadline driven environment
- Strong attention to detail
- Good timekeeping skills and ability to meet deadlines
- Strong communication skills, both written and spoken
- Polished and professional demeanor
- Excellent verbal and written communication skills
- Able to Juggle and prioritize tasks

PERSONAL INFORMATION:

Name:	Venigalla Nagalakshmi
Husband Name:	Venigalla Srinivasa Rao
Gender:	Female
Date of Birth	1st July 1986
Nationality:	Indian
Languages known:	Telugu, Hindi, and English
Marital Status:	Married
Hobbies:	Reading books, playing badminton, & Organization events

DECLARATION:

I hereby declare that all the above-mentioned information is true to my best knowledge and I hold responsibility for verification.

Place : Hyderabad
Date :

VENIGALLA NAGALAKSHMI