Pravallika Seelam

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LINKS

- https://www.linkedin.com/in/pravallika-seelam-67a720261/

SKILLS

- JIRA | Agile management | Scrum | Kanban | MS Planner | MS Teams
- Basics in C programming Basics, Blogging, Multi-tasking, multiple languages, Communication Skill & Public Speaking,
- Microsoft Office Suite | Microsoft Excel | MS PowerPoint | MS Word

LANGUAGES

Telugu
Bilingual or Proficient (C2)

English
Bilingual or Proficient (C2)

Hindi
Bilingual or Proficient (C2)

Tamil
Beginner (A1)

ADDITIONAL INFORMATION

Gender: Female
Address: Nellore, Andhra Pradesh
Notice period: 15 days
Willing to Relocate: Yes

PROFESSIONAL SUMMARY

Dedicated individual eager to create and implement successful strategies to improve organizational efficiency. Adept at utilizing data analysis to provide insights. Strong communication and interpersonal skills and committed to pursuing best practices related to employee development and retention, and eager to contribute to a professional environment and take on new challenges.

WORK HISTORY

May 2023 - Present
Business Analyst, OSEC**,** Banglore, Karnataka

- Requirement gathering and analysis, documentation of business requirements.
- Facilitation of meetings and workshops.
- Identification of process improvements and optimization opportunities.
- Supporting the project team in resolving issues and mitigating risks.
- Communication and coordination between business and technical teams.
- Participating in project meetings and providing updates on progress, client interaction.
- Ensuring alignment between business objectives and project outcomes.
- Continuous monitoring of project progress and identifying areas for improvement.

July 2018 - August 2018
HR Recruiter, People Prime Ww, Hyderabad, Telengana

- Conducted phone interviews with candidates, applying excellent judgment and assessing suitability for company positions
- Contacted references and asked targeted questions to verify candidate work history feedback
- Utilized expertise in headhunting to research, locate, target and obtain ideal candidates
- Sent effective email pitches and mails to potential candidates, resulting in increased application counts.

CERTIFICATIONS

The Complete Business Analysis Fundamental Course, Udemy

- Skills: Agile management · JIRA · Agile Methodologies · Scrum · Kanban · Trello · Microsoft Planner· Microsoft Teams

Business Analytics Capstone, Coursera

- Skills: Earnings management · Finance · Strategic Management · Data Analysis · Talent Management · Analytics · Performance Management · Collaboration · Simulation · Mathematical Optimization · Solver · Decision Trees · Predictive Analytics · Customer Analysis · Regression Analysis · Marketing Performance Measurement And Management

EDUCATION

07/2022
Diploma, Psychology, GPA: 8.63
Acharya Nagarjuna University Guntur
05/2018
B.Tech, Electronics And Communication Engineering
Geethanjali Institute of Science And Technology
Grade: 72% (First class with distinction)

- As a student, I have been an active member of the college community, taking part in a variety of activities such as seminars, presentations, volunteering, and more.
- I have dedicated time to furthering my education, attending lectures and participating in discussions to gain a greater understanding of the topics. I've won 1st and 2nd prizes and various presentations and seminars in inter and intra college events.