

PONDRATI PRASANNA KUMARI

Address: Flat no: 302, Srinivasa castle apartment, Srinagar,
Gajuwaka, Visakhapatnam, Andhra Pradesh,
530026, India.

Date of Birth: 14/06/1998

Contact: +917337010122

Email: pprasannakumari12@gmail.com

LinkedIn: <https://www.linkedin.com/in/prasanna-pondreti-594713134>

OBJECTIVE:

A challenging position in a progressive organization that will utilize my talents and provides me with an opportunity for personal and professional growth.

EDUCATION:

Degree	Institute	Board/University	Grade/Marks	Year
M.B.A	Avanthi Institute of Engineering & Technology	JNTU-GV	7.35	2023
B.COM	Aditya Degree College	Andhra University	7.41	2018
M.E.C	NRI Junior College	Andhra Pradesh	730	2015
S.S.C	Saraswathi vidhya vihar	Andhra Pradesh	8.30	2013

SKILLS:

- Good communication skills
- Interpersonal skills
- Team work
- Management Skills
- Active Participation
- Multi- tasking
- Human Resources

PROJECTS:

A study on 'TRAINING AND DEVELOPMENT' with reference to BHEL, Visakhapatnam.

- ✓ Compiled, Acquired, Modelled, and reported data for senior staff.
- ✓ Kept up with busy schedule of work and studies to maintain class standing and internship eligibility.
- ✓ Worked well in Team environment as well as independently.
- ✓ Demonstrated enthusiasm and strong communication skills, remaining open to learning new things everyday.
- ✓ Examined different Training delivery methods, such as in- person and Virtual to improve training efficiency, cost and environmental consequences.
- ✓ Researched the company journals, Websites, Manuals, and records.

A study on 'MOBILE BANKING' with reference to Kanaka Mahalaxmi Co-operative Bank, Visakhapatnam.

- ✓ Maintained accurate records of accounts payable and receivable ensuring timely payments and collections.
- ✓ Assisted the preparation of financial statements and reports.
- ✓ Responded e-mails and phone calls by assisting with staff.
- ✓ Managed office paperwork, including documents scanning and routing business correspondence.
- ✓ Participated in brainstorming session and user feedback sessions to gather input to apply rapid changes.

ACHIEVEMENTS & AWARDS:

- Participated in Google, Amazon and Microsoft workshops
- Participated in college events and won many certificates, prizes
- Received MOU for start-up programme in Workshop.

ACTIVITIES:

- Elected president of the College.
- Organized college events to boost new members, including a booth at the 2017 Freshmen. Which we attracted many universities and Colleges.
- Demonstrated organization, time-management and team work skills.
- Worked closely with other colleges members for start-up programmes.

TECHNICAL SKILLS:

- Microsoft applications
 - Human Resources
 - Human capital Management
 - SAP SuccessFactors ERP
 - Tally ERP.9
-
-

LANGUAGE:

- Telugu
 - English
 - Hindi
-
-

DECLARATION:

I hear by declare that the above written particulars are true to the best of my knowledge and skills.

DATE:

PLACE: Visakhapatnam.

Signature: PONDRATI PRASANNA KUMARI