**K. SHRAVANTHI REDDY**

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**Mobile No:- 9966491539**

**PROFESSIONAL SUMMARY:**

* To have a symbiosis relationship with the organization, whereby I can contribute to the growth of the organization and thereby grow along with it.
* My stated objective and focused approach is to acquire in-depth knowledge in the area in which I am associated with, to use all my skills to contribute to the overall objective of the team and to work in an organization that fully utilizes my skills.
* Productive employee with proven track record of producing quality outcomes through leadership and team motivation, works with clients to determine requirements and provide excellent service.

**WORK HISTORY:**

Total **10 Years 2 Months** of Work experience.

**Senior** **Catalog Specialist:**

Amazon Development India Pvt Ltd, June 2020 -Current.

* ABP Process deals with unauthorized sellers trying to create new listings for Brands on Amazon Catalog through a step by step investigation process.
* Training New hires, giving refresher sessions and being the mentor and guide so as to maintain high quality.
* Tracking, measuring and reporting Quality metrics at different intervals to ascertain the process performance health and identifying improvement areas.
* Coordinating with the Stake Holders and publishing weekly Flash which deals with the weekly metrics of the process to different stake holders across the world and allocating day to day work to the team and supporting the team as a POC (Point of Contact) and also checking the Quality of the team with 10 members as a Senior Specialist.
* Manages day to day team workload and maintaining the SOP with process updates, providing feedback for the team members to improve Quality and Production, assign work to the team and checking on the status of completion by end of the day.
* Enhanced working relationships by participating in team-building activities.
* Promoted safe working environment by implementing regulatory standards, policies and guidelines.

**Quality Specialist:**

Amazon Development India Pvt Ltd, July 2015 -June 2020

* LMAQ Process deals with developing and improving Geocode Coverage and Accuracy and monitor and track shipments to ensure timely delivery and also optimize Last mile operation error with delivery scans etc.,
* Training New hires, giving refresher sessions and being the mentor and guide so as to maintain high quality standards.
* Coordinating with Delivery station personnel and guiding them on Delivery scan compliance issues and giving training to the auditors for most of the use cases on which I have worked and made SOP (Standard Operational Procedure) for many Use cases like INGC (India Geocode Corrections), CSG (Customer Sourced Geocodes) and IN-FRAT (Feedback Receiver and Transmitter).
* Proven experience as a SPOC (Single Point of Contact) in managing teams of 15+ employees and operations on floor on day-to-day basis and make workflow prioritization and developed Outstanding communication & Leadership Skills that has been put to use in effectively resolving problems and promoting a positive work environment.
* Participated in data mining activities to uncover insights from various sources.
* Analyzed large volume of data to identify patterns, trends and correlations.

**Research Analyst:**

Factset Systems India Pvt Ltd, September 2011-August 2013

* Estimates is the data provided by the broker for the companies of future prediction of information which is very useful to the investors.
* Scrutinize, analyze and gather various financial facts from financial statements likes Income statement, Balance sheet, Cash flow statement, DCF statements, Company press releases and other calculations.
* Analyzed and evaluated qualitative and quantitative data, presenting findings in detailed reports.
* Performed detailed audits to identify, investigate and validate errors and skewed data.
* Exceeded goals through effective prioritization and consistent work ethics.

**ACADEMIC CREDENTIALS:**

* 2009-2011 **Master of Business Administration [MBA] major sub** **(finance) minor sub (HR)** with 70.4% from Osmania University at Siddhartha Technical Institute, Hyderabad, India.
* 2006-2009 **Bachelor of Science[B.Sc]** with 82% from Osmania University at Aurora’s Degree College, Hyderabad, India.
* 2004-2006 **Intermediate** with 95.9% from Board of Intermediate at Nalanda college of sciences, Hyderabad, India.
* 2004 **Matriculation** with 87.6% from Secondary school of education at ST. Pious X girls High School, Hyderabad, India.

**TECHNICAL SKILLS:**

* Ms Office.
* Advance Excel
* Dashboards
* VBA
* SQL
* SAP-FICO

**PERSONAL SKILLS:**

* Team player.
* Training & Development.
* Target and achievement oriented with an ability to take up challenges and perform in challenging work environment.
* Quick learner and adjustable to the desired environment.
* Good verbal and written communication skills.
* Strong Documentation and reporting skills.
* Self-Motivated with excellent interpersonal skills.
* Organizational skills with proven abilities in team management.
* Flexible to work in shifts.

**CERTIFICATIONS:**

* NCFM certificated in **Capital Market Dealers Module** and **Derivative Market Dealers Module.**
* IRDA Certification.
* SAP-FICO Certification from **Henry Harvin Education**.

**ACHIEVEMENTS:**

* Achieved 99.56% Quality (target 98.5%) & 135% Productivity (target 100%).
* Won R&R (Reward & Recognition) award at Factset.
* Won Quality Pandit Award 4 times at Amazon.

**PERSONAL PROFILE:**

**Father name** : K. Rama Chandra reddy.

**Husband Name** : G. Santhosh reddy.

**Date of Birth** : 02/02/1989.

**Marital status** : Married.

**Religion** : Hindu.

**Sex** : Female.

**Languages known** : English, Hindi, Telugu.

**Nationality**  : Indian.

I hereby declare that the above furnished information is true and genuine to the best of my knowledge.

**Place:** Hyderabad. **K. shravanthi**.