**PAMARTHI RAMYA LAKSHMI**

Mobile: +919182116494 Email: ramyapamarthi541996@gmail.com

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**CAREER OBJECTIVE:**

To pursue a career in a progressive environment where learning, innovation, and creativity are encouraged my skills & knowledge can be enhanced to their maximum potential to contribute to the overall success and growth of the organization.

**ABOUT ME:**

I have a positive attitude, self-assurance, and the ability to learn quickly. I put my whole heart and soul into everything I do, and I strive for perfection. I consider myself a self-motivated person with knowledge, sociability, and a desire to work in any environment, regardless of the circumstances.

**EDUCATIONAL QUALIFICATION:**

* Studied Master of Business Administration in Lingayas institute of management and technology (JNTUK) with Finance specialization in 2019 with 68%.
* Studied Bachelor of Commerce (B. Com) Taxation in Annapurna Memorial Modern Academy (Krishna University) in 2017 with 81%.
* Studied Intermediate with MEC in Modern Academy in 2014 with 89%.
* Studied S.S.C in Nellore’s Ravindra Bharathi school in 2012 with a 9.3 GPA.

**TECHNICAL QUALIFICATION:**

* Having good working experience on MS Office.

**CERTIFICATES:**

* Excel online certification.
* Professional English fundamentals online certification.

**PROJECTS:**

* A Study on Fund Flow Statement in Kwality Feeds Ltd, at Gudivada for 33 days.

**WORK EXPERIENCE:**

* **AstraGen India Pvt. Ltd.**

For one year and eight months, I worked as an Academic Support Monitor for AstraGen India Pvt. Ltd., where I gained practical experience and expertise in the Academic Implementation department.

**ROLES AND RESPONSIBILITIES:**

* Hands-on experience with support visits, demos, trial classes, and an online teacher orientation program, as well as content creation, product training, and academic support.
* Hands-on experience resolving academic and product-related questions.
* Practical experience with online education.
* Extensive experience managing a team of members, including guiding, allocating, and monitoring work.
* Practical experience promoting the vision and mission of an organization. Answering incoming and outgoing phone calls.
* In charge of online and phone management, as well as faculty guidance.
* Managing online teacher training. Online question-and-answer sessions are being held.

**ATTRIBUTES AND STRENGTHS:**

* Smart working, organized and dedicated.
* Good communication skills & caliber to work under pressure.
* Punctuality and commitment to perform operations.
* I would like to work in a challenging environment and provide my best.
* Very much interested in learning new things.
* Ability to work independently

**PERSONAL DETAILS:**

* Name P. Ramya Lakshmi
* Father’s name P. Anjaneyulu
* Date of birth 05-04-1996
* Sex Female
* Nationality Indian
* Marital Status Un-Married
* Mother Tongue Telugu
* Languages Telugu, English, and Hindi
* Hobbies Drawing, Cooking, and Painting
* Address H.No:16-61, Mareedu Kataya Nilayam,

Yanamalakuduru, Vijayawada-520007.

**DECLARATION**

The information furnished above is true and correct to the best of my knowledge and belief and if found incorrect, I am ready to face all the consequences arising out of it without hesitation.

Date:

Place: Vijayawada. **(P. Ramya Lakshmi)**