**CURRICULUM VITAE**

**GONTU TRIVENI**

**D/O. GONTU VIJAYA BHASKAR REDDY**

**NEAR DARGHA STREET, CHANDAVARAM,**

**NADENDLA MANDAL, GUNTUR DISTRICT,**

**ANDHRA PRADESH- 522549.**

**CONTACT DETAILS:**

**Email- ID:** [**trivenigontu@gmail.com**](mailto:trivenigontu@gmail.com)

**Mobile: 8919635721.**

**OBJECTIVE: To seek a challenging be a part of progressive organization, which gives me a scope to utilize my knowledge and technical skills in research which will aid the development as well as enhance my analytical and management skills.**

**ACADEMIC BACKGROUND:**

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| --- | --- | --- | --- |
| **QUALIFICATION** | **INSTITUTION / BOARD/ UNIVERSITY** | **YEAR OF PASSING** | **MARKS (IN %)** |
| **B.SC (AGRI)** | **University of Agricultural Sciences of Raichur, Karnataka** | **2016-2019** | **75.0%** |
| **INTERMEDIATE** | **Sri Chaitanya Junior College, Vijayawada** | **2012-2014** | **93.5%** |
| **S.S.C.** | **Navabharatha English Medium High School, Narasaraopet, Guntur District.** | **2012** | **88.0%** |

**COMPUTER KNOWLEDGE:**

* **MS OFFICE**
* **INTERNET APPLICATION**
* **OPERATING SYSTEMS: WINDOWS 10, WINDOWS 8.**

**PERSONAL SKILLS:**

**Leadership & Management, Work under Pressure, time management, good interpersonal skills, determined and dedicated, good communication skills.**

**TRAININGS ATTENDED:**

1. **Attended 5 days training in SOUTHERN REGION FARM MACHINERY TRAINING AND TESTING INSTITUTE from 01.10.2018 to 05.10.2018 at Garladinne, Ananthapur, Andhra Pradesh.**
2. **Placement with KVKs/ ARSs/ Research and Dvelopment units of one week program on Gangavathi, Karnataka.**
3. **Placement with ARSs/ AEECs of one week program on Gangavathi, Karnataka.**
4. **Placement with exposure visit to AGRO BASED INDUSTRIES/ Institutions of 2 week program on Khadi and Village group of Industries of Sevashram, Raichur, Karnataka.**

**WORK EXPERIENCE:**

1. **Rural Agricultural Work Experience (RAWE) of 3 months program on village stay of Nagarhaal, Lingasugar Taluk, Raichur, Karnatka dealing with the farmers about their crop, giving suggestions to farmers about their problems of the crop.**
2. **Working as on Agricultural Consultant in APOILFED (ANDHRA PRADESH CO-OPERATIVE OIL SEEDS GROWERS FEDERATION LIMITED) OF OPD (OIL PALM DEPARTMENT) from 01.10.2020 onwards.**

**MY ROLES AND RESPONSIBILITIES:**

1. **Processing of Oil Palm Sprouts Imports and Oil palm Nursery related issues File.**
2. **Processes the Imprest, Expenditure, FFB Agents Transportation & Fresh Fruit Bunches Payments files.**
3. **Prepares Budget and Profitability statements oversees FFB daily reports & progress of Oil Palm Nursery, Area Expansion Activities.**
4. **Maintains Harvesting Poles and Seedlings remittances Online.**
5. **Payments details & submits to Finance section and compiling the information of online payments with Finance department and reconciliation with Field and Finance.**
6. **Other works time to time.**

**PERSONAL PROFILE:**

**NAME: Gontu Triveni**

**Father Name: Gontu. Vijaya Bhaskar Reddy**

**Date of Birth: 07.08.1997**

**Sex: Female**

**Status: Single**

**Nationality: Indian**

**Mother Tongue: telugu**

**Languages Known: Kannada, English, Telugu.**

**DECLARTION:**

**I here by declare that the above stated facts and information are true to the best of my knowledge and belief without consequent omission of any kind whatsoever.**

**Yours faithfully,**

**G. TRIVENI.**