**Sharanya.K**

**E-mail: sharanya.kodimala@gmail.com**

**Mobile No: +91-9000086586**

**CAREER OBJECTIVE:**

To pursue a challenging career and be part of an organization that gives a scope to enhance my knowledge and utilize my skills towards the growth or the organization.

**EDUCATIONAL QUALIFICATION:**

* MBA (HR with Finance) from Talla Padmavathi Engineering college, 2013 with an aggregate of 67%.
* BCOM(Comp) from Masterji Degree College, 2010, with an aggregate of 65%.
* Intermediate(CEC) from Railway Junior College,2007, with an aggregate of 60%.
* SSC from St John’s High School, 2005, with an aggregate of 67%.

# ORGANIZATIONAL EXPERIENCE

**1.Organization:** ADP India Pvt Ltd. From: Jan-2017 – Oct -2018

Role: Worked with ADP as Admin Operations

Responsibilities:

* Handling accommodation and transportation for the new joiners.
* Handling transportation for domestic and international travels for the members.
* Validation of Invoice bills.
* Booking VC Rooms.
* Handling organization Business cards.
* Sending travel kits to the associates.

**2.Organization:** India First Life Insurance From: Jun-2014 To: Jul - 2016​

**Role:** Worked as Executive Trainee

Responsibilities:

* Guiding customers on online application of Insurance policies PAN India.
* Handling of Customer Queries in regards to their Insurance policies.
* Handling Micro Insurance policy to VLE.
* Guiding members on RAP registration for IRDA License and answering any related queries.
* Handling Banc assurance queries from customers.
* Generation of Leads from BDM and Andhra Bank Managers.

# MY STRENGTHS

* Self-Motivated and a quick learner of new concepts.
* Ability to work in Team.
* Ability to learn from the self-mistakes.
* Willingness to learn and Hard working.

# PERSONAL PROFILE: ​

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| ​ Name​ |  | : Kodimala Sharanya |
| Father name |  | : K. B. Rajeshwar Rao |
| Date of Birth |  | : 11-08-1990 |
| Marital Status |  | : Married |
| Languages known |  | : English, Telugu, Hindi. |
| Address |  | : H.no : 1-9-252/13, Ramnagar , Hyderabad. |

# DECLERATION

I hereby declare that the information Furnished above is true to the best of my knowledge.

**(SHARANYA)**