

## **RESUME**

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Contact No: 8247562936  
9666621838

### **CAREER OBJECTIVE**

To serve the organization with better quality and co-operation and seeking responsible position where I can prove my capability with energetic and positive efforts.

### **EDUCATIONAL QUALIFICATION**

Qualification	Institute	Board / University	Year of Passing	% of Marks
<b>B.Tech (E.E.E)</b>	<b>Gayathri Institute of Engg. Technology, Jangareddigudem, W.G.Dt.</b>	<b>JNTU, Kakinada</b>	<b>2014</b>	<b>60.50</b>
<b>Intermediate (M.P.C.)</b>	<b>Krishi Jr. College, Sattupalli</b>	<b>Board of Intermediate</b>	<b>2010</b>	<b>78.70</b>
<b>S.S.C.</b>	<b>Little Flower High School, Chintalapudi, W.G.Dist.</b>	<b>Board of Secondary Education</b>	<b>2008</b>	<b>77.50</b>

### **COMPUTERS SKILLS**

- **Languages** : C Language
- **Electronic tools** : Programming in MATLAB, Tally ERP 9.

## ACADEMIC ACHIEVEMENTS

- **Winner**, paper presentation for the paper “Biochip” at LBRCE2013.
- **Winner**, paper presentation on nonmaterial at Andhra University 2014.
- **Runner up**, paper presentation for the paper effective power transmission at KL University 2013.

## PROJECT

<b>PROJECT NAME</b>	: "RIPPLE CURRENT REDUCTION OF A FUEL CELL FOR A SINGLE PHASE ISOLATED TRANSFORMER USING DC ACTIVE FILTER WITH A CENTER TAP"
<b>Description</b>	: This project is used to reduce the ripples occurred in the system without using any additional switching devices.
<b>Duration</b>	: Three months.
<b>Team Size</b>	: 3

## WORK EXPERIENCE

- **Worked in STICK LABELS INDIA PVT LTD. As an Admin cum Accountant from May 2017 to March 2019.**
- **Currently working in QuadGen Wireless Solutions Pvt. Ltd as Admin Executive Since April 2019.**

## **Roles and Responsibilities**

- Greeted all Clients and Visitors, ensuring that they received outstanding first impression of the company.
- Maintained all office equipment's Printers, copiers and laptops.
- Assisted with office shipping and mass mailing of thousands of monthly invoices to the company's clients.
- Coordinated and scheduled meetings/travel for staff members and Manager.
- Prepared expense request forms for the administration department and handled petty cash.
- Monitored office supplies and replenished stock as necessary.
- Maintained Project documentation of soft copies and hardcopies.
- Responsible for budget development and monthly reports for department.
- Handled responsibilities of 5 warehouses by providing logistics from warehouse to work location by negotiating with transporters to reduce the cost.
- Preparing agreements for warehouses, logistic vendors.
- Handled employee complaints professionally and effectively for the best outcome for everyone.

## **Additional Responsibilities**

- Performed as HR for the project by completing on-boarding formalities of the new joiners.
- Introduced about company and management by providing induction through PPT.
- Maintained 50+ employees' on-boarding documents hard and softcopies as well.

- **Monitoring their monthly allowances and sending data to headoffice.**
- **Monitoring of attendance of the employees and preparing monthly data for the payroll.**
- **Monitored relieved employees No dues for their Full and Final settlement.**

### **STRENGTHS**

- Self Confidence
- Hard Working
- Quick Learner
- Multi-tasking

### **LANGUAGES KNOWN**

- Telugu
- English
- Hindi

### **PERSONAL PROFILE**

Name	:	CHANDU CHANDRIKA
Father's Name	:	Kanaka Ranga Nageswara Rao
Husband's Name	:	Chandu Ram Mohan
Date of Birth	:	18 <sup>th</sup> Jan.1993
Sex	:	Female
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Hindu

Address : D.No: 5-219, weavers colony, Mangalagiri,  
Guntur District-522503.

### **DECLARATION**

I hereby declare that the above furnished information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place:

Signature