

VELDURTHI KARTHEEK

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LinkedIn: [Karthek LinkedIn](#), [Karthek hackerRank](#), [Karthek Git hub](#)

Objective

Motivated and detail-oriented Operations Associate with proven experience in optimizing processes, managing resources, and enhancing team efficiency. Skilled in problem-solving and cross-functional collaboration. Possess hands-on experience in frontend development and currently upskilling in backend technologies to transition into a Developer role. Eager to contribute technical and operational expertise to a dynamic development team.

Skills

- Python, Flask/Django, My SQL, JavaScript, React JS, and Backend technologies.
- Proficient in Excel, MS Office Tools, Access Management.
- **Tools:** Visual Studio code (VS Code), Git, GitHub.
- **Soft Skills:** Communication, Problem-Solving, Team Collaboration, Time management.

Experience

Operations Associate, NXTWave

Oct2024 – Present

Improved daily operations by streamlining workflows and solving process issues.

- Automate manual and recurring tasks using AI tools.
- Managed and maintained technical content on internal platforms to support smooth operations.
- Handled content uploads, formatting, validation, and access via backend systems.
- Gained hands-on experience working extensively with Excel and Google Sheets for backend operations, including data management, tracking, and validation.
- Oversaw platform monitoring, backend workflows, and coordination with developers.
- Executed user access management, including role assignments and audits.
- Provided technical and operational support, troubleshooting issues.
- Collaborated with teams to ensure efficient and timely task completion.

Projects

MAJOR PROJECT Smart Library Management System, (Team Leader)

- Efficiency boost in book borrowing and returning.
- Reduced errors in inventory management with barcode scanning.
- Enhanced user satisfaction with convenient app features.
- Valuable data insights for informed decision-making.

Education

- 1. **Bachelor of Technology (B. Tech) in ECE** PVKK Autonomous
From 2020 to 2024
CGPA: 7.7, Honours in Team management
- 2. **NARAYANA JUNIOR COLLEGE (2020)**
Andhra Pradesh Open School Society (APOSS)
Class: 12
CGPA: 6.7
- 3. **RAVINDRA BHARATHI PUBLIC SCHOOL (2018)** Andhra
Pradesh Board of Secondary Education (BSEAP)
Class: 10
CGPA: 9.3

Certifications

- [GATE](#) (Graduate Aptitude Test in Engineering) – Electronics and Communication
Qualified in 2024
- [Python](#) (Basic) – HackerRank
Certified in [July, 2024]

Extra-Curricular Activities

- **EVINCE national level technical symposium** Mar 2023
- **Five-Day Hands-on Workshop on Internet of Things (IOT)** June 2023

Languages Known

- Telugu (Native)
- English (Proficient)
- Hindi (Basic)

Hobbies

Listening song
Travelling
Cooking food

Declaration

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

V.Kartheek