

VELDURTHI KARTHEEK

Objective

Detail-oriented Operations Associate with experience in product and data operations, workflow optimization, and cross-functional collaboration. **AI enthusiast** with hands-on experience using AI tools for automation, analytics, and operational efficiency. Skilled in data analysis, Excel and Google Sheets automation, backend systems, and end-to-end **product lifecycle management**. Seeking a **better opportunity in a higher-impact role** where analytical thinking and AI-driven solutions can create measurable value.

Skills

- **Technical:** Python, Flask, PostgreSQL, JavaScript, Spread sheets, Looker Studio, Metabase, Web Engage, AWS S3, **AI Tools & Prompt Engineering, Workflow Automation using AI.**
- **Operational:** Product Data Management, Access Control, Workflow Optimization, Stakeholder Coordination.
- **Soft Skills:** Communication, Problem Solving, Analytical Thinking, Collaboration, Time Management, AI-first Thinking.

Experience

Operations Associate, NXTWave

Oct2024 – Present

- Streamlined operations using **AI tools and automation**, reducing manual effort.
- Designed, tested, and deployed AI prompts across beta and prod to improve mentor bot accuracy and **quality analysis** (QA).
- Managed **product and backend operations** to ensure data accuracy and system reliability.
- Applied **AI-driven analysis** to enhance reporting efficiency and decision-making.
- Supported the **product lifecycle** from ideation to post-release monitoring.
- Automated repetitive tasks using **AI tools, Excel macros, and Google Sheets**.
- Created and maintained **dashboards and KPI reports** using Metabase and spreadsheets.
- Collaborated with **cross-functional teams and developers** to resolve platform issues.
- Led team tasks to ensure **timely delivery and clear communication**.

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.

- [**Login page authentication**](#)

Education

1. Bachelor of Technology (B. Tech) in ECE PVKKIT Autonomous

From 2020 to 2024

CGPA: 7.7, Honours in Team management

2. NARAYANA JUNIOR COLLEGE (2020)

Class: 12

CGPA: 6.7

3. RAVINDRA BHARATHI PUBLIC SCHOOL (2018)

Class: 10

CGPA: 9.3

Certifications

• [**GATE \(Graduate Aptitude Test in Engineering\) – Electronics and Communication**](#)

Qualified in 2024

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