

# 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

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### 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

- **Portfolio using python(flask), PostgreSQL, REST APIs, Jinja2 templates**
- **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

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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

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

Extra-Curricular Activities

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|---|-----------|
| • <b>EVINCE national level technical symposium</b>              | Mar 2023  |
| • <b>Five-Day Hands-on Workshop on Internet of Things (IOT)</b> | June 2023 |

Languages Known

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

Hobbies

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Listening song  
Travelling  
Cooking food

Declaration

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

V.Kartheek