KALLURI VENKAT KARTHEEK

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Professional Summary

Commercial Real Estate paralegal equipped with a Bachelor's Degree and 5 years of experience working for a large-sized commercial title insurance company. Expert in commercial real estate transactions including contracts, loan commitments, and post-closing processes. Detail-oriented organized professional adept at preparing closing checklists, title commitments and policies, affidavits, and entry authorizations. Proficient in software programs including Smokeball, AbacusNext, Easy Soft, and Capterra.

Medical office manager and Administrative Assistant reporting directly to the head physician responsible for providing day-to-day operations support. Major responsibilities include patient/client service, administrative duties, insurance and benefits administration, and personnel management. Advanced technical skills and in-depth knowledge of health management information systems (HMIS) used to maintain high-levels of quality care and ensure patient satisfaction.

Candidate with MS in Textile Chemistry and 15+ years laboratory experience seeks research position at a college or university. Experience with chromatography/spectroscopy analysis techniques, writing technical papers and reports, maintaining equipment, planning/conducting quality control tests, liaising with scientists from related fields and utilizing test information to determine process or equipment operating efficiency.

Hardworking, knowledgeable journeyman electrician with deep expertise of electrical functions, systems, drawings, and troubleshooting. Expert in high voltage switchgear, underground high voltage power lines, and high intensity indoor and outdoor lighting systems. Dedicated, innovative professional motivated to advance into a leadership role within a highly-regarded, growth-oriented organization.

Languages

ENGLISH

TELUGU

Employment History

computer enginner, student. vijayawada, andhra pradesh
Jul. 2022 - Apr. 2024

- Provide training and support to system designers and users.
- Build, test, and modify product prototypes using working models or theoretical models constructed with computer simulation.
- Confer with engineering staff and consult specifications to evaluate interface between hardware and software and operational and performance requirements of overall system.
- Evaluate factors such as reporting formats required, cost constraints, and need for security restrictions to determine hardware configuration.
- Select hardware and material, assuring compliance with specifications and product requirements.
- Update knowledge and skills to keep up with rapid advancements in computer technology.
- Write detailed functional specifications that document the hardware development process and support hardware introduction.

Education

K L UNIVERSITY, VIJYAWADA, ANDHRA PRADESH
High School Diploma, COMPUTER Science ENGINNERING , Jul. 2022