**Padmini. Uppalapati**

**Padhu.uppalapti@gmail.com**

**Mobile No:** 91**-**8639425148

# CAREER OBJECTIVE:

To be associated with an organization that gives me scope to update my knowledge and skills in accordance with the latest trends and part of team that dynamically work towards the growth of organization.

**ACADEMIC QUALIFICATION:**

* + MBA in Acharaya nagarjuna University 2022, Hindu college of management.
  + Degree B.com Acharaya nagarjuna University 2019, Hindu Degree College,guntur.
  + State Board of Intermediate 2016, St.Ann’s junior college,guntur.
  + Board of Secondary Education 2014, SVV high school,tadikonda.

**TECHNICAL SKILLS:**

# SAS product skills : SAS/BASE

* + **Operating systems : WINDOWS**

# MS-Office : MS Word, MSExcel, MSPowerpoint

**WORK EXPERIANCE:**

**SAS SYNOPSIS from Agu 2022 to Till**

* + Possess good domain knowledge of SAS 9.4 with a comprehensive understanding & application of its procedures & contents like **SAS/Base, SAS/Access, SAS/Report**.
  + Strong knowledge of SAS skills related to **Data management and Sub setting skills** with use of**, MERGE and SET** statements.
  + Work with various SAS functions like string functions (INDEX, SCAN, SUBSTR, TRIM, STRIP) and Date and Time Functions (INTCK, INTNX) etc
  + **IMPORT, INFILE, LIBNAME** access.
  + Data loading process by using **PROC EXPORT, PROC APPEND Procedures and DATA \_NULL\_**.
  + Comprehensively generated reports using SAS report generating procedures like **PROC PRINT, SORT, REPORT, FREQ and TRANSPOSE**.

**Employment History:**

**ICICI BANK LTD**: I have been working as a **MIS Executive** in I Process pvt ltd on client location

**Responsibilities as a MIS Executive;**

* Handling of Daily receving entries(DRE) on Monthly & daily basis.
* Preparing various types of Mis Such As: CD,CF Matured pool, MTD,collection mapping,count.
* Coordinate with technical team for generation of various Collection dump.
* Analyzing and evaluating the performance of Pan India Employees of debit Collection.
* Handling queries through Mails.
* Analyzing performance contest grid to improve and make more competitive which
* Result to get best performance figures in month end.
* Responding mails & calls without fail

# STRENGTHS:

* Positive attitude and self-confidence.
* Ability to work in a Team and motivate self.
* Adaptable in any environment.
* Good Communication and interactive abilities.

# PERSONAL PROFILE:

* Name : Padmini uppalapti
* Father’s Name : U.venkateswarlu
* Date of Birth : 23-07-1999
* Sex : Female
* Nationality : Indian
* Languages known : Telugu, English.

# DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Hyderabad

(U.padmini)