

SUMMARY

Highly motivated Computer Science student with a strong foundation in programming and problem-solving . Seeking internship oppurtunities to apply my technical skills,gain real-world experience and contribute to innovative projects.

EDUCATION

Sri Vasavi Engineering College

B.Tech CGPA
2022-2026 -8.04

Sasi Junior College

2020 - 2022

SKILLS

Technical Skills

Python,Data Analysis,Machine Learning,Gen AI

Soft skills

Problem-Solving,Time Management,Adaptability

CERTIFICATIONS

- Executive Secretary and Business Administration Certification
- Advanced Executive Assistant and Office Manager Diploma
- Executive Office Professional Certificate Program

PROJECTS

Project Register System

Developed a web-based academic project management system using XAMPP, supporting role-based access for Admin, Faculty, and Student logins. Enabled project registration with details such as roll number, guide name, project title, and abstract link. Implemented search functionality using Python to find projects by roll number, guide, or project name, and provided admin tools to delete projects, manage admins, and update passwords.

Executive Secretary Intern

Aldenaire & Partners | 2015 - 2016

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence