

BHEEMARATI MADHURI

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Career Objective

A motivated and versatile graduate with strong communication, leadership, and analytical skills, seeking an entry-level Associate position in a Non-IT domain. Equipped with excellent organizational abilities, a collaborative mindset, and a dedication to learning and contributing to team success in dynamic business environments.

Skills

- Communication & Leadership
- MS Excel, Google Workspace, Documentation
- Problem Solving & Critical Thinking
- Team Coordination & Multitasking
- Adaptability & Time Management

Education

Bachelor of Technology (B.Tech), Artificial Intelligence and Machine Learning
Kakinada Institute of Engineering and Technology For Women, Kakinada — 2021-2025

Internship Experience

Operations Intern | IIIT-Hyderabad | July 2024 – Sep 2024

- Collaborated with teams to analyze operational data and improve internal workflows.
- Contributed to documentation and reporting tasks that supported process efficiency.
- Facilitated knowledge sharing within the team, promoting a productive work culture.

Administrative Intern | AICTE | EduSkills | Oct 2024 – Dec 2024

- Developed foundational professional skills in documentation, task planning, and collaboration.
- Enhanced cross-functional communication, leading to a 20% boost in team productivity.
- Gained practical exposure to administrative tools and coordination techniques.

Certifications

- Business Communication – Infosys Springboard
- Python Fundamentals – Infosys Springboard

Projects

Team Project Coordinator | Emotion-Based Music Recommendation System

- Led project documentation and coordinated tasks among team members.
- Contributed to developing logic and maintaining reports to ensure successful project delivery.

Leadership & Extracurricular Activities

- Teaching Assistant – Guided students in academic projects under the Abhiyaan program.
- Placement Coordinator – Managed team activities, improving internal coordination and productivity.

Hobbies & Interests

- Public Speaking
- Volunteering
- Event Coordination

Declaration

I hereby declare that the information provided above is true to the best of my knowledge.