

# NEMANI JANAKI

Flat no. 501, Golden Residency,  
H.P.C.L. Layout,  
Pothinamallayypalem,  
Visakhapatnam – 530 041.  
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## EXPERIENCE

### **B.V.K School, Visakhapatnam — Computer Teacher**

2000-2005

Taught kids from 5th standard to 10th standard on computers and conducted teaching practicals in the computer lab.

### **Metlife Insurance, Visakhapatnam — Financial advisor**

2006-2011

Providing elaborate details and answering client queries on the company's insurance policies.

Securing Client policies to the company in a given time.

### **Forest department of INDIA, Visakhapatnam — Computer operator** **2005-2017**

- Working in MS office, Excel for typing of letters, notes, meeting minutes, reminders etc.
- Reception duties – coordination with divisional officers and follow up action for completion
- of tasks given
- Inward – outward letters – monitoring disposal of letters
- Using fax and disposal of priority correspondence through fax
- Maintenance of attendance registers and staff files
- Arranging meetings with divisional level officers and compilation of Notes
- Monitoring reservation of hotel accommodation during visit of State Officers etc.
- Local Tourism arrangements during visit of VIPs

## EDUCATION

### **Andhra University, Visakhapatnam — Bachelor of Commerce**

- Bachelor of Commerce from Andhra University, AP
- English Typewriting -- Higher Grade

## SKILLS

- Highly aware and commanding usage of office machines and high speed in typing.
- Time Management
- Adaptability & Flexibility with modern computer technology and it's products
- Highly trained in drafting letters
- Rich experience in Microsoft Products such as Excel, Microsoft Word etc.,

## AWARDS

- Best Financial Advisor in Metlife Insurance Co., Pvt., Ltd.,
- Received merit certificate (for outstanding efforts) on 15.08.2013 and 15.08.2014 on the eve of Independence Day celebrations.

## LANGUAGES

HINDI, ENGLISH, TELUGU

### Awards

- Best Financial Advisor in Metlife Insurance Co., Pvt., Ltd.,
- Received merit certificate (for outstanding efforts) on 15.08.2013 and 15.08.2014 on the eve of Independence Day celebrations.

### Strengths

- Self-motivated
- Strong commitment towards work
- Good presentation skills

### Personal Profile

Name : NEMANI JANAKI

Date of Birth : 21.05.1967.

Husband's name : Jagadish Samavedam

Gender : Female

Marital Status : Married

Nationality : Indian

Hobbies : Social Service.

### Declaration

I hereby declare that the information furnished above is true to the best of my Knowledge.

Date : 16/07/2020

Place : Visakhapatnam, INDIA