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|  | Career Objective      Focused professional with experience in multi-site call center management, process simplifications, and service benchmarks. Seeking a challenging environment that encourages continuous learning creativity and provides exposure to new ideas and stimulates personal and professional growth  Experience      **SECURITY**  Heineken UK Ltd Sep 2021 - Present   * Follows scheduling guidelines to maximize efficiency when booking meetings or external events. * Maintains and reviews staff attendance check system. * Uses sign-in sheets and other check-in procedures to track visitors on premises. * Coordinates catering and logistics for firm and client meetings and other events. * Making staff IDs, testing fire panels     **Relationship Officer (TELE CALLING)**  Axis bank Jun 2019 - Aug 2020   * Clarified the account opening correction forms, which was calling by branch, branch head, operation head.     **Process Executive**  NVIDIA graphics India ltd Jul 2018 - Jan 2019   * Managed all business processes of an organization and also make sure quality products are delivered on time.) * Working on Chain businesses on Maps for English and non-English locales * Validating the attributes from the store locator as per the Lilo chains policy * Adding new chain of business for the existing member chains * Locating the specific area coordinates in the Google Maps   **Academic Projects/Training**  ***B.Tech Major Project***  Title: Monitoring of health at home using sensing devices.  Duration 4 months (Nov 2016 – Mar 2017)  *Project Description:* This project provides information and communication Technology system is described enabling the Chronic heart failure (CHF) patients to daily vital signs at  home and automatically send them to the hospital.  **TRANSFERABLE SKILLS**   * Full time trader in share market nifty and bankniffty stocks * Designing and maintaining correspondence and reports * Keeping track of accounts receivable, accounts payable, billing, and other bookkeeping tasks * Designing and maintaining websites * Installing software on computers * Troubleshooting problems with hardware and software   **VOLUNTEERING EXPERIENCE**   * Participated in volunteers helping in around Edinburgh locations in Scotland at mass Covid-19 vaccination centers * Volunteered to organize open day activities and events at the University of Stirling during admission of new students |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | |  | | --- | | MUNAVATH RAJU  munavathraju1994@gmail.com  **+44-745-942-9227**  Visa Sponsorship needed: NO | |  | |  | | |  |  | |  |  |   Education      **University of stirling**  Master of Science Business Management Business (Jun 2022)  First class honors  Credit 180 points  **Siddhartha institute of science and technology**  Stream of Electronics and communication Eng. Electronic Engineering with 59.72% (2018)  **TRR college of Technology Hyderabad**  DIPLOMA in Electronics and communication Eng. Electronic Engineering with 61% (2013)  **KEY SKILLS**   * Analytical thinking * E-marketing * Innovation Management * Portfolio Deployment plans * Communication skills * Quick learner * Time management * Uniqueness   Additional Skills     * Python * Operating Systems: Windows 2000/XP/07, Linux * Packages: MS Office * Programming Languages: C * Web Technologies: HTML, CSS   **CERTIFICATIONS**     * Traffic Marshal * Door Supervisor * Emergency First Aid at Work   Languages    English, Fluent  Hindi, Fluent  Telugu, Fluent  **Hobbies and Interest**   * Making Short Films * Surfing the internet * Playing cricket * Driving   **References**    *References available upon request* |  |

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