**CURRICULAM VITAE**

V.V.SURYA NARAYANA

S/O B.KANAKA DURGAMBA

D.NO: 11-5-206

PLOT NO 18, ROAD NO 3

SRI VENKATESWARA COLONY

SAROOR NAGAR Cell: 9885833635

HYDERABAD-07 Email:littlestarsurya@gmail.com

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**Career Objective:**

To optimally utilize the present abilities, expertise and knowledge in the organization, so as to enable the organization achieve its goals and at the same time capture opportunities for constant learning and career development.

**Education qualifications: -**

**Academic:-**

1. **M.B.A(Marketing & HRM)** from ACHARYA NAGARJUNA UNIVERSITY. (59%)
2. **B.C.A** Degree in VIKAS DEGREE COLLEGE (Vissannapeta). (65%)
3. **INTER (C.E.C)** in SADHANA JUNIOUR COLLEGE (Machilipatnam). (60%)
4. **10th** in SISU VIDYA MANDIR HIGH SCHOOL (Machilipatnam). (57%)

**Projects:-**

**GRADUATION LEVEL**:

**** A Case Study of **LIBRARY INFORMATION MANAGEMENTSYSTEM** (Vissannapeta).

**POST GRADUATION LEVEL**:

 Marketing Of Financial Services A Case Study of

**SAHARA INDIA PARIWAR** (Machilipatnam).

**STRENGTHS**:-

1. Good Analytical skills and logical skills.
2. Able to do work individually as well as Team
3. Willing to Learn and Hardworkin

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**Total Experience: - 7 Years**

**Professional Experience**:

**A) Currently Working for HGTA TT&DI as an Admin Executive from MAR 2012 till date….**

1.Handling of Administration activities.

2.Mailing – all Departments related mails/couriers

3.Inventory Maintenance, Attendance Maintenance, Preparation of Salaries.

4.Employee files maintaining and Day-to-Day Administrative Activities.

1. **Working for TVB Marketing India Pvt Ltd as an Admin/HR Executive from SEP 2010 to JAN 2012.**

1.Handling of Administration activities.

2.Mailing – all Departments related mails/couriers

3.Inventory Maintenance, Attendance Maintenance, Preparation of Salaries.

4.Employee files maintaining and Day-to-Day Administrative Activities.

1. **Worked for ICFAI Republic School-Regional office, Balanagar as an HR Executive from SEP 2008 to JULY 2010**. (Same Institution only Dept change).

**Job Profile**: -

 Handling complete Recruitment and selection cycle.

 Handling induction and Exit process.

 Handling employee verification check and reference check.

 Handling employee feedback process.

* Bookkeeping and data management.

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 All correspondence with employees and management.

 Handling day-to-day Administration.

 Employees ID Cards.

 Employee’s software updating process.

 Employee files maintaining.

1. **Worked for ICFAI Republic School-Regional office, Balanagar as an**

**Administrative Executive from SEP 2007 to SEP 2008.**

**Job Profile**:

 Daily taking attendance and collecting the attendance from all the IRS affiliated schools and informing the same to Head Quarters.

 Liaisons with Accounts Department – Bill submission, payment follow up.

 Mailing – all department related mails/couriers

 Maintaining Assets register of total IRS RO stock.

 General – making copies, correspondences, meeting arrangements, filing documents.

 Looking after all civil works indent notes and payment note bills.

**Technical Skills:**

Operating Systems**:**  Ms-Dos, Windows 98/Me/Xp.

Languages: C, Oracle.

Packages : Ms-Office, Internet.

**Personal Profile:**

Name: V.V.SURYA NARAYANA

Date of Birth: 05/03/1982

Sex: Male Marital Status: Married Nationality: Indian

Languages Known: English, Hindi and Telugu

Address: S/O. B.kanakadurgamba

D.NO: 11-5-206,PLOT NO 18, ROAD NO 3

SRI VENKATESWARA COLONY, SAROOR NAGAR

HYDERABAD-07

Place:

Date: (V.V.SURYA NARAYANA)