**Resume**

**Srinivas Erra**

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**Professional Summary:**

To obtain a responsible position as a **Junior Lead Quality Specialist** where my creative skills in the field can bring tremendous growth of the organization.

**Work Experience:**

**Junior Lead Quality Specialist** in **Williams Lea India Pvt. Ltd.**—2014 to present.

* Responsible for overseeing the day-to-day operations of the team, distributing the workload evenly amongst staff and making sure motivation and performance levels are maintained.
* Allocating daily jobs and workloads, Training new team members, Managing team performance and progress.
* Communicated special requests and concerns between bankers and specialists.
* Providing necessary training to the team members like, vital info, outline numbering,  
  Corel designing etc;
* Proofread all documents to ensure accuracy of edits and maintained firms' standards.
* Communicating clear instructions to team members.
* Listen to team members' feedback.
* Managing others and act as a role model, mentoring members of the team and ensuring there is an effective succession plan in place to maintain service delivery.
* Monitoring own quality of delivery levels and raising any concerns with our Manager.
* Planning and completing delegated tasks to a high standard delivering work to agreed times.
* Providing regular constructive feedback through working together.
* Challenging poor behaviour in others in a positive and constructive manner.
* Manage and prioritize queued job requests with accuracy and adherence to tight demanding deadlines.
* Identifying problems and collaborating with. others to propose solutions in an effort to solve them.
* Partnered directly with senior bankers on dedicated presentations in a high-pressure environment to meet multiple deadlines.
* Communicate with the top-level management and provide clear instructions to the team members.
* Create weekly reports to update the company on team's progress.
* Proficient with MS Office and various other forms of technology, improving product quality.
* Allocating jobs to specific team members.
* Maintaining an overview of daily records, incident logs & shift plan, communicating on a regular basis with senior managers.
* Good problem solving and analytical skills with good knowledge on MS\_Excel reporting and MS\_PPT - power point presentations.
* Flexible in working 24/7 environment.

**Document Specialist / Senior Document Specialist** in **Williams Lea India Pvt. Ltd.**—2011 to 2014

* Created pitch books, sales / selling memos, presentations, advanced charts and graphics using  
  MS Office Suite.
* Proven track record of creating dynamic PowerPoint presentations with the help of title pages, dividers and text pages.
* Supporting to LQS team to meet project deadlines.
* Design presentations for company-wide events using company branding guidelines.
* Extensive knowledge of graphic design and concept skills.
* Ability to grasp graphic and visual elements and an eye for designing Photoshop, Flash and Adobe Suite.
* Handled the tasks of transforming notes and PowerPoint presentations from concept to a consistent corporate format.
* Assigned the responsibilities of creating new graphics and icons to communicate messages in an effective way.
* Creation, editing of various maps based on company location provided using Map Info and Excel.
* Logo creation, trace, edit and or revision using Corel Draw / Adobe Illustrator.
* Created and produced visual graphic PowerPoint presentations for business consultants in a leading international consulting management firm; conceptualized initial template design and branding for firm.
* Composed, translated and edited strategic presentations, pitch books, contracts, and correspondence while meeting tight deadlines for projects.
* Executed new designs from concept to completion in fast-paced, collaborative environments.
* Created presentations using advanced features in PowerPoint, Word, and Excel.
* Assisted bankers with highly detailed and confidential documentation.

**Technical Skills:**

Familiar with Microsoft Word, outlook, Excel, Photoshop, Illustrator and the Internet

Extensive knowledge of MS PowerPoint 2007, MS PowerPoint 2010 and Adobe Creative Suite

**Educational Qualifications:**

**B.tech (ECE)** from **Jyothishmathi College of Engineering & Tech**. in March 2010.

**Diploma (ECE)** from **SES & S.N Murthy Polytechnic College** in March 2007.

**Personal Details:**

Gender : Male

Marital Status : Married

Nationality : Indian

Languages : English, Hindi &Telugu