



# MANISHA MUDULI

IT Asset Management

## CAREER OBJECTIVE

Looking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.

## INFO



Address

Bhubaneswar, Odisha



Phone

91-7008874602



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Skype

manishamuduli143



LinkedIn

manisha-muduli-unique1234



Languages

- English
- Hindi
- Odia



Skill

- Hardworking
- Digital asset management
- Time management
- Self-motivation
- Decision Making
- Ability to work under Pressure



## WORK EXPERIENCES

2019.01-2020.07

### IT Asset coordinator

Working for Fidelis corporate solutions pvt.ltd. Company on behalf IBM pvt. Ltd., Bangalore, Karnataka.

- Design and execute asset management policies, procedures and processes. Coordinate with management in utilizing the asset management tools to analyze, review and track asset data.
- Develop asset control processes to monitor accountability identification, maintenance, location and contracts.
- Manage asset reconciliation and asset disposal agreements. Assist in inventory management, procurement and shipment activities.
- Analyze purchasing effectiveness and resolve purchasing issues. Oversee contract negotiation, contract renewals and vendor management activities.

2018.02-2019.01

### IT Asset Manger

Working for CMS It Services Pvt. Ltd.,company on behalf Jindal steel & power,Jajpur,Odisha.

- The IT Asset Manager is responsible for the daily and long-term strategic management of software and technology-related hardware within the organization.
- This includes planning, monitoring, and recording software license and hardware assets to ensure compliance with vendor contracts.

2017.02-2017.12

### Tech Support Group Engineer

Working for Vayam info solution pvt.ltd company on behalf, Airtel, Hyderabad, Telangana.

- Handling mails and international calls. Outbound calls to customer who have raised complain in network issue like coverage, data, connectivity and give them for online trouble shooting.
- Skills gained from the experience included the development of communication skills.



## Software skill

- Python
- Core java
- C
- Embedded C



## Education

**2013-2016**

C.V.Raman College of Engineering, Bhubaneswar, Odisha  
B.Tech in Electronics and Telecommunication Engineering with  
6.7 CGPA.

**2010-2013**

Government Polytechnic, Bhubaneswar, Odisha  
Diploma in Electronics and Telecommunication Engineering with  
7.3 CGPA.

**2005-2010**

Govt. GIRLS High School, Jatni, Odisha  
B.S.E(10 th) with 74%.

## Technical proficiency



## Project

Operating system:

- Windows operating
- Ms-Word
- Ms-Excel
- Ms-PowerPoint

**2016**

RF based smart helmet with alcohol and accident detection and  
messaging system (B-TECH).

**2013**

Solar power system installation and commissioning (diploma).

**2019**

Network training at CMS institute



## Hobby

- Social Services
- Gardening
- Listening music
- Learning Guitar



## PERSONAL DETAILS

Name : Manisha Muduli  
DOB : 03.07.1995  
Father's name : Mr Manash Ranjan Muduli  
Mother's name : Mrs.Sandhya rani Muduli  
Gender : Female  
Marital Status : Single

## DECLARATION

I do here declare that the all statement given above is true to the best of my knowledge.

Place:

Date:

(Signature)