TAVVA D V S G S SYLESH

saisylesh2003@gmail.com | +91- 9347634177 | LinkedIn/TAVVA SYLESH

Career Objective

To work with an organization in a position where I can efficiently contribute my skills and abilities to the growth of the organization and build a professional career.

Work Experience

- **Project Co-Ordinator at Uni-string Tech Solution**   **August – Currently**

  - Provided project administrative support to project teams and creating team meetings to co-ordinate with Team Incharge.
  - Ensures that the project delivers on time, while achieving quality criteria and maintaining client satisfaction.
  - Aliases with internal / external clients and ensures client satisfaction.
  - Compiles and updates the activity project list daily collected from the team to ensure team is on right track by following checklists.
  - Prepares resource utilization reports daily and assists with the allocation of project resources if required.
  - Assisting with project planning and maintaining the project calendar without any issues.
  - Creates delivery meeting in coordinating with supply chain executives to discuss on delivery dates and invoice validation ensuring smooth transition for testing teams.
  - Ensures that closure checklists are maintained for projects that are requested to be closed and archived.
  - Performs any other related project administration activity as required Knowledge and Attributes.
  - Follow up end to end transition from product purchase to delivery of product.
  - Monitor and support the team using SAP B1Conduct knowledge transfer (KT) sessions on SAP B1 modules.
  - Validate and review the scope of documentation related to SAP B1 processes and workflows.

- **Rest API Tester Using Postman at Optic Third Eye Solutions**   **April 2024 – Jun2024**

  Projects: github.com/syleshdev03

Technical Skills

Management Skills:
- SDLC Methods
- Communication
- Problem Solving

Tools:
- SQL
- Postman
- Android Studio
- Visual Studio
- Microsoft Office

Programming Languages:
- Python
- C
- Java
- HTML
- CSS

Academics

- **B. Tech (Electronics and Communication Engineering)**
  G. Pullaiah College of Engineering and Technology   **2020-2024**
  Percentage: 75 %   Kurnool, India