## Dear Officer,

**I’ve been informed by Mr. Daniel Greer regarding the availability of the “Residence Life Community Advocate” position and I am interested to apply for the position.**

**I’ve been playing various roles in my academic and professional lives which have taught me the managing, negotiating, coordinating and organizing skills that are required for the Community Advocate position. I’ve taken up the responsibilities as the Class Leader and Class Representative at school and college. I’ve organized various events all through and have an ability to interact with people from diverse backgrounds easily. I also possess the necessary communication skills. These are the reasons that make me feel that I could carry out the duties of the Community Advocate with great ease.**

**You could find a copy of my resume on the following pages. I’m looking forward to hearing from you on this.**

**Thanks & Regards,**

**Ram Manohar Oruganti.**

## Oruganti Ram Manohar

Email: rammanoharoruganti@yahoo.com

Contact number: +919000047262

**Academic Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Name & the Place of Institution of Study** | **Name of the University/Board** | **Year of Passing** | **Percentage of Marks**  **Obtained** |
| B. Tech. | GVP College of Engineering,  Visakhapatnam,  Andhra Pradesh, India. | JNTU,  Kakinada,  Andhra Pradesh, India. | 2012 | 76.92% |
| Intermediate | Satya Junior College, Machilipatnam, Andhra Pradesh, India. | Board of Intermediate Education, Andhra Pradesh, India | 2008 | 94.80% |
| 10th Class | SV Public School, Machilipatnam,  Andhra Pradesh, India. | Central Board of Secondary Education,  Delhi, India. | 2006 | 83.80% |

**Scores:**

**GRE:** Quantitative Reasoning: 159

Verbal Reasoning : 154

Analytical Writing : 3.5

**TOEFL:** Reading: 26

Listening: 28

Speaking: 23

Writing: 28

**Work Experience:**

* Working for **Tata Consultancy Services Limited** (TCS), **India,** since 17th of September, 2012
* Trained on Java, Business Intelligence and Performance Management
* Currently a part of TCS iON
* As a part of TCS iON I’ve organized prestigious online assessment tests for Graduate Aptitude Test in Engineering (GATE) conducted by Indian Institute of Technology (IIT), Life Insurance Corp., and Institute of Banking Personnel Selection (IBPS)

**Technical Skills:**

* Programming languages: C, Java, Assembly language
* Trained on HTML, CSS, Eclipse IDE for Java, Oracle PL/SQL, Informatica 9
* Pretty comfortable with MS Office
* Operating Systems: Windows 98, XP, Vista, 7

**Academic Achievements:**

* Among the **top 10** in the class
* Secured **684 rank** in Engineering Agricultural and Medical Common Entrance Test (EAMCET) out of around 3,00,000 competitors
* Stood **town 3rd** in my tenth standard
* Topper in the school consistently

**Academic Papers:**

Presented a paper on the topic: **“Green Computing”**

Occasion: TECHNOGRAIL’10, a national-level technical symposium

Organizers: CSSE department of Andhra University

**Extra-Curricular Activities:**

* Selected as the **Class Representative** in the first year and was re-elected in 2nd, 3rd and 4th years of college.
* **Organizing committee member** of the hardware expo in Ekathra’11, a national level technical symposium at college.
* Member of **Association of Electronic and Communication Engineering (AECE)** at college.
* Organized various events like Freshman Day and Farewell in college and Teachers’ Day and Annual Day in school and college
* One of the founders of team **Connectrix**, a medium that notifies important collegial issues to the students of the class through mobile and internet and organizes various class events
* Active participant in **Essay-Writing, Elocution, Debate** competitions ever since schooling and bagged many prizes