

SUMMARY

Self-motivated and hardworking fresher looking for an opportunity to work in a challenging organization to utilize my skills and knowledge to work for the growth of the organization.

EDUCATION

SECONDARY SCHOOL OF EDUCATION

Board of secondary education
Z.P.H.School,KORUKOLLU
2013 – 2014
CGPA-7.5

INTERMEDIATE

Board Of Intermediate
VIKAS Junior college,KAIKALURU
2014 – 2016
Aggregate(%)–81

DEGREE

Krishna University
VIKAS Degree college,KAIKALURU
2016 – 2019
Aggregate(%)–85

MBA (HR & IT)

Adikavi Nannaya University
K.G.R.L. College of P.G. Courses ,BHIMAVARAM
2022 – 2024
Aggregate(%)–85

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

PROJECT

TRAINING AND DEVELOPMENT

Aurobindho Pharma Pvt.Ltd Company | 2024 – Present

- It is the process of acquiring knowledge,skills,and attitude that helps improve employees'job performance and enables future career growth.
- Training refers to acquiring specific knowledge and skills for a particular job or task.
- Identify the training needs of your employees.
- Define clear objectives for the training program.
- Evaluate the output of the training program.
- Monitor the performance of employees after the training.

TECHNICAL SKILLS

HTML
DBMS
MS OFFICE-(EXCEL,ACCESS)

LANGUAGES

- TELUGU
- ENGLISH

CERTIFICATIONS

- Training And Development Certificate

PERSONAL INFORMATION

- Father name : Vaddi Srinu
- Date of birth : 06.06.1999
- Marital Status : Married
- Address : Seri Lingampalli , Hyderabad-500046.