

## SUMMARY

Self-motivated and hardworking fresher looking for an opportunity to work in achallenging 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

### Mater Of Business Administration-(HRIT)

Adikavi Nannaya University  
K.G.R.C College,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

C  
HTML  
DBMS  
MS ECCCESS  
MS EXCEL  
MS OFFICE

## LANGUAGES

- TELUGU
- ENGLISH

## CERTIFICATIONS

- Training And Development Certificate