**CURRICULUM VITAE**

**Venkatesh Babu Devulachreruvu venkateshds44@gmail.com**

**Contact No: 8892933026**

**Career Objective**

To use my potential along with my knowledge and training provided by institution and organization. To contribute my sincere and best of my duties on behalf of any organization I would join.To work with an organization that provides a work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow while fulfilling organization goals.

**Work Experience**

Operations Analyst in Patra Corporation from Nov 2017 to present date in client on boarding and maintenance operations for the insurance service clients in corporate insurance brokerage companies of USA.

**Job Profile**

Client On boarding operations Analyst will assist the client-facing teams to ensure all client records are compliant with regulatory standards and will ensure high quality and timely completion of all client-level due diligence. Operations Analyst will assist in end to end operational activities of new clients and periodic renewal process of all clients and will assist with the drafting and gathering of client documents and verification of client data via publically available and internal sources. After verified of all documents which are provided by the account manager, the operations analyst is make the certificate according to the client requirements for the proof of insurance. The certificate is usually issued to third party who wants some evidence or assurance that policy has been issued.

**Role and Responsibilities**

* The major role of every Operations Analyst needs to analyze the E-mail clearly which is received from the client, and download the providing documents in the E-mail.
* Analyze the all documents to get what are the limits, coverage and requirements of client to issue certificate of insurance.
* Before making the certificate of insurance, every operation analyst should know that insured has eligible or not for that limits, coverage and requirements.
* Operations analyst need to issue the certificates without errors.
* The certificate is usually issued to third party who wants some evidence or assurance that policy has been issued.

**Personal skills**

* Proficiency in MS office, Excel, Outlook, internet applications and Lotus Notes.
* Ability to work independently.
* Strong teamwork and partnership ability
* Ability to multi task and meet deadlines against a high volume work schedule
* Able to learn concepts and procedures quickly
* Positive Attitude with Good Sense of Humor
* Good Team Worker and Flexible to take up any responsibilities
* Willingnessto walk an extra mile to achieve Excellence, with Strong Determination & Dedication.

**Education Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **University/Board of Examination** | **Institution** | **Year Of Passing** | **Percentage** |
| MBA | Reva University | Reva institute of science& management | 2017 | 61 |
| B.com | SK University | Balayesu Degree College | 2015 | 67 |
| Intermediate | Board Of Intermediate Education | Sri Vikas junior college | 2012 | 66 |
| S.S.C | Board Of Secondary Education | Pragathi E.M.High school | 2010 | 75 |

**Academic Achievements**

* I participated in school level tournaments in cricket.
* I had participated in The National Institute Kalabharati Child Art Institute, Aurangabad (Maharashtra) & got Merit Certificate.

**Academic projects in MBA**

**MBA PROJECT TITLE:**

**A STUDY ON GOLD EMRGING AS AN ASSET FOR INVESTMENT**

**AT**

**J WINGS Pvt. Ltd. BANGALORE**

The objective of the project is:

* To study the fluctuations in the gold prices using the mathematical indicators.
* To analyze whether technical analysis indicators can be used to guide buying and selling decisions in commodity market.
* To identify whether past gold price movements have any impact on the present gold prices.
* To identify the effectiveness of technical analysis in predicting the future gold prices.

**Personal Profile**

**Name :** Devulachreruvu Venkatesh Babu **Date of Birth**  **:** 06-06-1995

**Sex :**  Male

**Nationality :** Indian

**Marital Status**  **:** Single

**Languages Known :** English, Telugu, and Kannada

**Hobbies :** Listening music, playing cricket

**Permanent Address**  **:** S/O Devulachreruvu Sreenivasulu

D.No: 04-1A , Gollapalli (V),

Gorantla (M), Ananthapur(Dist),

Andhra Pradesh -515241

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bearthe responsibility for the correctness of the above-mentioned particulars.

**Place: (Devulacheruvu Venkatesh Babu)**

**Date:**