# KOLLU BABJI

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**Career Objective:**

To work in a challenging environment by utilizing my knowledge and logical thinking to the best and to improve and upgrade my skills according to the corporate environment and Organizational needs. Expecting a benevolent position in software industry with my analytical and technical skills and with my smart work I will be an asset to the organisation.

**Professional Summary:**

I have five year Experience in Administrations and i have strong knowledge in Excel and Ms Word.

* Extensive knowledge of multiple generations of Microsoft Excel software.
* Above-average written and verbal abilities.
* Good oral communication skills and interpersonal skills.
* Good in understanding and analyzing the human behavior.
* Team player with an ability to grasp new things quickly.
* Effective communication skills And Efficient Management skills.
* Good convincing power And Good interpersonal skills.

**Personal Qualities:**

* Exceptional presentation and interpersonal skills.
* Ability to work in a team as well as individual.
* Can work under pressure.
* Target oriented and quick learner.

**Academic profile:**

# M.B.A (HUMAN RESOURCE) in Gonna Institute Of Technology and Management, JNTU (Kakinada).

# B.sc (Bachelor of Computer Science) - MVR Degree College.

# Intermediate - Margadarsi Junior College, Board of Intermediate Education.

# SSC - Loyola High School, Board of Secondary Education.

**Technical Skill:**

* Proficient in basic use of MS office.
* Proficient in basic use of Photo Shop.
* Operating system Windows 98, Windows XP.
* Well versed with internet & e-mail.

**Academic Project:**

**Name:** TRAINING AND DEVELOPMENT

**Description:** In this project I have to understand how training cycle process conducting to employee in Organization and how it is usefully to develop the employee and Organization.

**Extra Curricular Activities:**

* Participated in the “Global environment”.
* Function as an Active Volunteer for “National Service Scheme” Participated in various rails campus, slums developments and health awareness campaigns.

**Experience:**

* Worked as a **COMPUTER OPERATOR in SAI TEJA FABRICATION** **(HPL SITE) from** August 2013 to February 2015.

**Respon­sibilities:**

* Preparing Export Documentation from Invoice’s and Gate Pass in MS word and MS Excel.
* Maintaining all export & import documentation and updating.
* Make stock ledger report as per Management requirement.
* Stock confirmation for each inventory documents.
* Create the stock valuation report.
* Generating all required reports regarding dispatch of products using MS-Excel.
* Worked as **PROCESS ASSOCIATE** in **SAMAVEDHA IT SOLUTIONS** from March 2015 to November 2017.

**Respon­sibilities:**

* My Respon­sibilities was quality checking.
* Managing recruitment activities like preparation of job descriptions.
* Assisted in gathering process analysis data.
* Helped production to identify inefficiencies and suggested ways to increase productivity.
* Worked as **BACK OFFICE EXECUTIVE CUM OFFICE ASSISTENCE** in “**Prakash And Company”** of Sugar Trading and Commission agent (Anakapalli) from March 2018 to November 2019.

**Respon­sibilities:**

* Preparing Export Documentation from Invoice’s and Gate Pass in MS word and MS Excel.
* Maintaining all export & import documentation and updating.
* Maintain the minimum stock level.
* Stock confirmation for each inventory documents.
* Generating all required reports regarding dispatch of products using MS-Excel.

**Personal Details:**

**Marital Status :** Single

**Nationality :** Indian

**Date of Birth :** 02/02/1990

**Languages :** English, Hindi & Telugu

**Declaration:**

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Place: BANGALORE

Date:

(**KOLLU BABJI**)