

GUNTHAPALLY MEGHNA

Career Objective:

Looking for job change to make use of my interpersonal skills to achieve goals of an organization that focuses on customer satisfaction and customer experience along with Quality Assurance working well with people. I could show better competence at work.

Educational Qualifications:

- B.com (Regulars) from Bhavan's Vivekananda College (2017) - 73%
- Intermediate from Nalanda Junior College (2014) – 70%
- SSC from Sri Ramakrishna Vidya Niketan High School (2012) – 8.7 GPA

Technical Skills:

- Certified in SAP ERP FICO - Uplatz
- Certified in HR Generalist with Payroll Management – NextGen HR
- Certified in Diploma of Modern Applied Psychology
- Certified in TALLY 7.0/9.0 - NSIC
- MS – OFFICE (MS Excel, MS Word, MS PowerPoint)
- Typing speed 29 to 32 wpm
- Innovative and Creating Presentation skills

Academic Projects:

1. Analysis on Paper usage by Banks (Bank of Baroda) (1 month)
2. Project Research on Ding Dong Super Market (2 months)
3. Project on Sravya Textiles Industry (1 month)

Achievements:

- Awarded for Best Presentation on Work Life Balance
- Certified for Organizing Management Activities
- Awarded for motivating about stress management
- Was an active member of various Student Clubs (NSS)
- Participated in smart CEO competition

My Strengths

✓ Communication skills, Presentable skills, Honesty, Active - Listening, Self - Motivated

My Weakness

✓ Agree to disagree, Taking too much responsibility, To say NO

Interests/ Hobbies:

Social Hangouts, Travelling, Movies, Music, Yoga

Browsing, Reading books, Painting, Crochet

Cooking, Gardening, House-hold work, You tube (failed)

Playing Video Games, Badminton, Caroms

PERSONAL PROFILE:

E-MAIL ID	-	meghna.saym@gmail.com
Contact	-	+91 9515738235
DATE OF BIRTH	-	08/10/1996
MARTIAL STATUS	-	Unmarried
NATIONALITY	-	Indian

Place: Hyderabad

(G.Meghna)

