

Palakollu Swathi

Linkedin: <https://swathi-palakollu>

Bangalore,
Karnataka - 560100
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EXPERIENCE

INFOSYS, Bangalore — Senior System Associate

2022 - PRESENT, Experience — 2 YEARS

PROJECTS

Google Workspace — Service Based

Handling Client-Side issues through email and Oral communication for issue resolvance.

HBL Power Systems — Academy Based

Detailed procedure of employee Recruitment and Training analysis based on skill-Qualification within the company.

EDUCATION

Sri Sivani College of Engineering (JNTU-K)

— *Masters (MBA)*

2019 - 2021 - HR Management

Gayathri College of Science and Management

(DR. B. R. AMBEDKAR UNIVERSITY) — *Bachelors (Bsc)*

2016 - 2019 - Bio Technology

NRI Junior College

— *Secondary education (Intermediate - BiPC)*

2014 - 2016 - Botany, Zoology, Physics, Chemistry

Sri Sai Vidya Mandir Techno School

— *Primary education (Schooling)*

2014 - SSC

SKILLS

Technical - Hands on

- Functional and Conceptual knowledge on **Core Java, Python, HTML, CSS.**
- Proficient in **Microsoft Office suite, Microsoft Word and MS Excel.**
- Experience in performing data analysis, and designing effective presentations.

Management - Scaled up

- Knowledge in onboarding, training and outprocessing.
- Attentive Listening and Effective Oral Communication Skills.
- Innovative and effective HR Management techniques.
- Good Organizational skills and Leadership skills.
- Critical Thinker and Great at Problem Solving.

AWARDS

3rd place in best presentation on national wide Medical Presentation in AP Tourism.

LANGUAGES

- **English** - Fluent
- **Hindi** - Manageable
- **Telugu** - Native speaker.