

Seeking to become a part of a professionally managed organization with a scope for a challenging career and an opportunity for learning, excellence, leadership and continuous improvement coupled with growth and individual development.

EDUCATIONAL QUALIFICATIONS

Degree B.Sc. (M.P.C), Andhra University Dr. V S Krishna Govt. Degree College, Visakhapatnam	2008
Intermediate (M.P.C), Board of Intermediate Education Govt. Junior College, Visakhapatnam	2005
S.S.C, Secondary School of Education M.C. High School, Visakhapatnam	2003

WORK EXPERIENCE

Content Coordinator

September 2014 – Present

Conduira Education & Training Services

- Coordinated with the Content Generation Team and the Content Curators (Typists) in generation of hundreds of chapter tests, module tests, full length test questions and page formatting in MS office for the handouts.
- Great exposure to content ranging from GRE, CAT, Campus Jobs, and Bank Jobs involving Programming and Coding and have been able to understand the subtle nuances of the content generation across these different tests.
- Ability to learn quickly, communicating the fine variations in different types of tests and assign the responsibilities to my team members accordingly ensuring productivity and perfection at its finest.
- Tend to do the work assigned to me with finesse that it makes me take and check each of the tests from the student's end.
- Got an opportunity to creation of documents using page layout software and key member in publishing high-quality video content on Conduira online platform.
- Moreover, I got an opportunity to lead a team of 10 Content Curators and smoothen the process of content management for Conduira.

Computer Specialist

March 2009 - September 2014

Sri Surya Junior College

- Typed material and question papers for the lecturer in the desired page format.
- Exposure to various features of MS Excel which helped me quickly analyze the marks of students.
- Got an opportunity to update the scores of tests to the students via their mobile application.
- Scheduling the Classes, tracking the student performance and communicating to the parents,

Computer Operator

May 2008 - March 2009

Narayana Junior College

- Typed material and question papers for the lecturer.
- Generate content for the lecturer using MS Word and Power Point to teach the students during their sessions.
- Update the Student Attendance, Fees Collection, and Communicating to the parents using the system.

SKILLS

- PGDCA
- MS Office, DTP
- Internet
- Typing Skills – English & Telugu