

RESUME

Kolanu Nandini
D/o Seetharamulu
Flat.No. 307,
Kakatiya Towers, Nalgonda
Contact: 6281579102
Email: kolanunandini@gmail.com

CAREER OBJECTIVE:

Seeking a good position in a firm where I could exhibit my skill, ability and knowledge for the Value addition of the organization.

ACADEMIC QUALIFICATION:

Academic Qualification	Institute	Board/University	Year of Study	Percentage
MBA (HR)	Mahatma Gandhi University	Mahatma Gandhi University	2016	65.2%
B.Tech (CSE)	Swami Ramananda Thirtha Institute of Science & Technology, Nalgonda	Jawaharlal Nehru Technological University Hyderabad	2014	71.2%
Intermediate	Vasavi Jr College - Miryalaguda	Board of Intermediate Education	2009	87.4%
S.S.C	Nalanda Vidyalaya High School, Miryalaguda	Secondary State Board, Andhra Pradesh	2007	83.8%

TECHNICAL QUALIFICATIONS:

- Proficient knowledge in MS-Office
- Worked with Operating systems Windows XP/7/
- Working knowledge on windows 10 operating system
- Having knowledge on web ,internet explorer.
- Have knowledge on data entry.

WORK EXPERINCE:

Worked as a operations manager in renewbuy.com insurance company from 2019 to 2020

And have experience on selling insurance products like health ,motor,life insurances

And also having experience on insurance claims.

Worked as a Technical support executive in Vivaan Techno solutions.02/01/2018 to 02/03/2019

Roles & Responsibilities:

Troubleshooting on Internet issues like Desktop, Laptop and Routers
Document all technical inquiries, develop and review content for knowledge.

Escalate issues in timely manner according to Standard Operating Procedures
Fast resolution of complex technical problems, ensuring customer satisfaction, with in KPI targets.

Fluent in spoke and written English.

Transferring the calls to concerned department.

LIFE SKILLS:

- ☐ I accept every situation in life positively and try to solve any problem in a better way.
- ☐ I work hard for achieving what I desire strongly.
- ☐ I am a go-getter as a student and can sync into any work climate.
- ☐ I have been a member of MFM (me for myself)-an organization instituted in our college by students to serve the needy.
- ☐ I have participated in Seminars and various essay writing competitions.

PROJECTS:

Project Name : STRESS MANAGEMENT
Project duration : 3 months
Project Strength : 1 member

Project description: To know about any psychological stress is felt by employees of NTPC. To know about factors causing stress to employees. To know how stress performance of the employees.

PERSONAL PROFILE:

NAME	:	Kolanu Nandini
FATHER'S NAME	:	Seetharamulu
HUSBAND NAME	:	Yeddu Srinivas
D.O.B	:	17-10-1991
GENDER	:	Female
MARITAL STATUS	:	Married
NATIONALITY	:	Indian
LANGUAGES KNOWN	:	English, Telugu and Hindi

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. I feel that a relationship with your company would be mutually beneficial, as my educational background and qualifications would make me a perfect fit for your Human Resources position. This opportunity would also allow me to refine my skills in a new working environment.

In closing, I would like to thank you for your time and attention, and I hope to have the chance to discuss the opening with you in person.

DECLARATION:

I solemnly declare that the details furnished above are true to the best of my knowledge and belief.

Date:

(K. Nandini)

Place: