RESUME

Name: Gowthami Yenugonda   **E-mail:** yenugondagowthami08@gmail.com

Mobile: +91-9959314460

CAREER OBJECTIVE:

To obtain a responsible career in life where I could optimally utilized professional experience for making significant contribution in a progressive and dynamic organization.

PROFESSIONAL EXPERIENCE:

- ❖ Having 3.11 Years of Experience as a Sr. Expert with AVS Edu Solutions from 13th Nov 2017 to 5th Oct 2021.

ROLES & RESPONSIBILITIES:

- ❖ Data entry.
- ❖ Data analyst, Data validation and Consolidation.
- ❖ Creating reports for our Client on Daily, Weekly, Monthly basis.
- ❖ Responsibility for pulling the data from internal portal and export it to the new word document.
- ❖ Promoting word document by different tactics.
- ❖ Prepared daily basis Performance Status Reports.
- ❖ Expertise in using excels shortcuts to timely delivery of reports.
- ❖ Ability to grasp new technical things quickly.
- ❖ Strong English communication skills.
- ❖ Excellent skills in Microsoft Office Suite (MS-Excel, MS PowerPoint & MS-Word)

TECHNICAL SKILLS:

- ❖ Excel 2007, Excel 2010, Excel 2013.
- ❖ Basics of front end technologies. Microsoft Office (Word/Excel/PowerPoint/outlook).
- ❖ Operating Systems (Microsoft Windows Family).

ACADEMIC QUALIFICATIONS:

- ❖ MCA with 78% from KMM College, SV University, Tirupati.
- ❖ B.sc.,(M.p.Cs) with 69% from S.V Degree College, Kalakada board of SV University.
- ❖ Intermediate with 55% from Government Junior college, Kalakada.
- ❖ SSC with 66% from Z.P High school, Kona.

PROJECT:

PROJECT TITLE: UOP, Newton help domain creation And Modifies Corrections.

ROLE   : Team Member.

Duration   : Nov-2017 to Oct-2021

Team Size : 5

Project Description: This website selling study materials and question papers and Answer papers.

Project Details**:** This involves Uploading and modifying description for study materials given by Client. From these websites we are preparing word documents and promoting using various tactics. These study materials are used by many universities followed in US.

Client:

- UOP (university of phoenix)
- NEWTONHELP (university of phoenix)

Platform:

- Excel, Power Point
- Data Analysis and Data Operations.

Description: Under UOP, Newton Help, 1 University's we have been providing online education. Actually we have provided 20 different models types of tactics we have been doing right now. And daily we have been updating in this type of tactics in this particular domains. If anybody wants our data than that persons registration our domain sites then we will providing data .so this is our company has promotes the data on online education in particular domains sites.

Roles & Responsibilities:

1. Capturing Data from UOP, Newton help (University of Phoenix)

2. Those data will store in Individual files.

3. Prepared the word files for the Individual files.

4. By using those word files we will prepare Tactics.

5. In Tactics we will store the different type of course Details for the students.

6. Uploading the Data by using Different type of Tactics.

PERSONAL DETAILS:

Name	:	Gowthami.Y
Father Name	:	Reddisekhar.Y
Date of Birth	:	08-10-1994
Nationality	:	Indian
Languages Known	:	English, Telugu
Permanent Address	:	2-21, Ragappagari palli (V), Kotagudibanda (P), Kalakada (M), Chittoor (D), Andhra Pradesh-517236.

DECLARATION:

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

Place: Bangalore   **yours faithfully,**

Date: (Gowthami Yenugonda)