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| D:\Users\sagar.lolam\Pictures\lolam.jpgNELLANELLA.372696@2freemail.com  .Personal DataNationality : IndianGender : MalePlace of issue : HyderabadBirthplace : Telangana, India |  To The Human Resource Manager  Dear Sir/Madam, **Sub: Application for Employment**Foreseeing the growth and learning opportunities and the advantages in getting associated with a growing organization, I would like to tender my application for any suitable post in your well esteemed organization. I am a qualified Graduate in Computers (B.Tech), with almost 3years working experience in Administration department. As the enclosed resume simply summarizes my capabilities and career history, there is considerable more to relate. I would appreciate the opportunity to talk to you by telephone or to meet with you personally if you could arrange that to specifically discuss what I could do for your organization.  Please feel free to contact me at the Email address, or phone number. I am looking forward to your reply.   |
|  | Experience  **Admin/Hr. Assistant** for **KEYGROUPS SOLUTIONS PVT.LTD****( Experience : 11 months (5th Sep 2016-30th July 2017)****Admin clerk & Customer Service Executive** for **SPINNEYS DUBAI LLC****(Experience : 1 year (14th July 2015-30th July 2016)** Administrative Assistant for **VENKATESHWARA MOTORS PVT LTD** **(Experience: 8 months (1st May 2014-30th Jan 2015)**Duties & Responsibilities:* Providing general administrative and clerical support including mailing, scanning, faxing and copying to management.
* Maintaining electronic and hardcopy filing system.
* Perform data entry and scan documents.
* Assisting with employee relations.
* Reviewing resumes and applications sent in job application.
* Maintaining employee files and the HR filing system.
* Preparing job posting for vacancies.
* Accurately typing information into computer databases.
* A working knowledge on databases like ORACLE, SAP and SALESFORCE databases.
* Undertaking general office duties
* Handle records, wages, stock etc. to ensure the smooth operations of the admin department.
* Prepare daily sales reports and forward the same to the concerned person.
* Add to stock of all new arrival items to the store on daily basis.
* Prepare internal department reports.
* Provide daily/weekly/monthly reports to concerned Department.
* Clear Goods Receiving Note (GRN) on a daily basis.
* Response to the customers queries with positive and active manner.
* To do department daily order sheet, branch transfer in/out, wastage, inter departmental transfer, local purchase order and provide support services to the Administrator.
* Became a primary creator of PowerPoint presentations.
* Analytical Skills, Ability to Work under Pressure

 Decision Making, Problem Solving & Advisory SkillsKey Skills* Knowledge in **SAP** (System Analysis and Program Development)
* Knowledge in **salesforce  customer relationship management** **(crm)**
* Knowledge on **ORACLE** databases.
* Providing general administrative and clerical support
* Good knowledge on **MCSE**(Microsoft certified system engineer)
* Creating users and deleting the users in **ADDS**
* Good knowledge on **DNS DHCP ADDS in Microsoft server**
* Good knowledge on backup and restore in oracle database
* Familiar with all domains
* Preparing Reports and Dashboards in Excel and salesforce
* Creation of reports and dashboards in salesforce.com.
* Created Formula Fields, Lookup Fields, Roll up Summary Fields as required.
* Created List views for different objects as per the business requirements.
* Created Reports like Sales figures for the different Programs and Services on a Monthly, Quarterly and Annual Basis.
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|  | Educational Qualifications**2014 Bachelor Degree** **(75%)** - Gnyana Saraswathi College of Engineering Nizamabad. **2010** **HIGHER SECONDARY (93%)** – **-** Shaankary Jr. College,  Nizamabad. **2008** **SSC (74%)** – M.S.R High School, Nizamabad**Computer Knowledge*** Knowledge in **SAP** (System Analysis and Program Development)
* Knowledge in **oracle** database administration.
* Knowledge in **salesforce customer relationship management** **(crm)**
* knowledge on **MCSE**(Microsoft certified system engineer)
* Knowledge on creating power point representations.
* MS-Word, MS-Excel, MS-Outlook.

**Languages Known**English, Hindi ,Telugu **Interests**Latest Electronic GadgetsIn Cultural ActivitiesIn Article collection & TravellingIn Sports Activities **Reference**.\* available up on request.***Declaration***I hereby declare that all the above information provided is true to the best of my knowledge and beliefs. I also assure complete dedication & hard work towards the organization if provided an opportunity. |