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| D:\Users\sagar.lolam\Pictures\lolam.jpg NELLA[NELLA.372696@2freemail.com](mailto:NELLA.372696@2freemail.com) . Personal Data Nationality : Indian  Gender : Male  Place of issue : Hyderabad  Birthplace : 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. |
|  | 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 Gadgets  In Cultural Activities  In Article collection & Travelling  In 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. |