**ATUKULA**

**Email Id:** [**atukula-394168@2freemail.com**](mailto:atukula-394168@2freemail.com)

## **CAREER OBJECTIVE:-**

    To work in a challenging and responsible position where I can utilize   my knowledge and skills to contribute in your esteemed organization under guidance of professional team and to pursue a career in any reputed organization that offers adequate exposure in the areas those will explore my subject skills.

**SECURITY QUALIFICATION:-**

* Certified by **SecurityIndustry Regulatory Agency (SIRA)**
* SIRA – FITNESS
* SIRA – BLS (BASICS LIFE SUPPORT )
* SIRA – SECURITY
* SIRA **–** FIRE SAFETY
* DPA – POD (PEOPLE OF DETERMINATION)

**EDUCATION QUALIFICATION:-**

* Diploma in computer hardware and networking with Zoom TECHNOLOGY EDUCATION
* Intermediate (Bi. P. C) from The BOARD OF INTERMEDIATE EDUCATION (A.P) INDIA
* SSC from The A.P BOARD OF SECONDARY EDUCATION INDIA

**WORK EXPERIENCE:-**

* **2 years’ Experience in (BANK – DUBAI) as a Documents controller in PRD (PUBLIC RELATION DEPARTMENT).**
* Collecting passports for applying for new visa for new joiners and Renewals.
* Applying for visa cancelationHaving end to end knowledge on process
* Handling the documents safety and giving back to concerned staff is priority
* Image
* Internal communication to staff is managed and time to time follow up on status of visa and process updates will be given according.
* **2 years 6 months Experience in N. K COMPONENTS & BHD (Malaysia) as a production clerk**
* Responsibilities Provides clerical support for a manufacturing department, including filing, creating documents, data entry, and answering telephone calls. Organizes and maintains safety and training records. Maintains time sheets
* Record the production data, including volume produced consumption of raw materials, and quality control measures
* **1 years experience in AEGIS BPO COMPANIES (Hyderabad,India) as customer care service agent**
* Responsibilities. Manage large amounts of inbound calls in a timely manner. Follow communication “scripts” when handling different topics. Identify customers' needs, clarify information, research every issue and provide solutions and/or alternatives. Seize opportunities to upsell products when they arise.
* **2yerars experience as a system engineer in Life insurance company (Lic-India Hyderabad zone )**
* To work as a computer hardware technician for Multi-Tech and utilize my skills in building custom computers, and providing installation, repair, and maintenance services to clients.
* Repairing hardware components of personal computers, laptops, and printers
* Suggested and provided information to clients on upgrading computer systemsRepaired printers, monitors, and hard drives

**TECHNICAL SKILLS:-**

* MS- Word, MS-EXCEL, MS-PowerPoint
* Outlook
* Computer Hardware and networking

**PERSONAL STRENGTHS:-**

* Proactive, self starter
* Flexible
* Quick learner
* Hard Working

**PERSONAL PROFILE:-**

NAME -    ATUKULA KIRANKUMAR

Father’s Name - ATUKULA KANTHAIAH

Date of Birth -   12-7-1989

Gender  -    Male

Religion -    Christian

Marital Status.    - Single

Nationality -   Indian

Languages known -   English, Hindi, Telugu

Passport Number -K4787634

Passport Issue Date- 13/09/2012

Passport Expiry - 12/09/2022

Visa status - visit visa

**DECELERATION: -**

I hereby declare that the above mentioned information is true to the best of my knowledge and belief

(**AtukulaKiran Kumar)**