**Curriculum Vitae**



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| Name | Naveen  |
| Email | **Naveen.301688@2freemail.com** |
| Birth Date | March 14, 1993 |
| Nationality | Indian |

**Profile:** A driven professional with a broad skill set, determination and proven ability to oversee the high performance team. Having the necessary management skills required to administrate, improve and develop the staff to achieve maximum efficiency, effectiveness and quality of Work. A hardworkingpro-active individual with an upbeat positive attitude who also has extensive knowledge of working in many areas.

# **Work Experience:**

* Working as Finance Accounts Intern in Merck & co.(MSD- Merck Sharp & Dohme) From 04-07-201 to 31-08-2017.
* File Handling, Data maintaining, Invoice Checking and Amount calculating, Error detecting and Analysis report generation.
* HCP Tracking in SAP, gathering the Information for Payments and raising ticket for new creation of the Doctors ID in SAP.
* Consent form verification and Payment information Form request report generation.
* Worked as Intern Business Operations Unit - Gulf Admin for MSD Connect ( MSD Oracle Data Base) in Merck & co.(MSD- Merck Sharp & Dohme) from 21-1-2017 to 02-07-2017.
* Maintaining MSD Connect as Admin.
* Updating the TMT for accurate Allocation of Customers to PSR’s.
* Helping the PSR’s and FLM’s maintain their HCP List.
* Generating Quarterly Reports for the Team to analyze.
* Keeping track of the all the allocations of Samples and creating new ones in CRM.
* Generating SIP, STAR, and Other Report for the Management
* To identify, plan and execute implementation of new business streams.
* Ensuring that any concerns or complaints are dealt with appropriately.
* Fast Collaboration with other Teams to have faster Results and Updates.
* Worked as Intern Finance Data Analyst in Merck & co.(MSD- Merck Sharp & Dohme) From 20-11-2016 to 20-1-2017 .
* Financial report generation and Estimate Report generation quarterly.
* Checking the Amounts on IFP software and generating reports accordingly.
* Coordinating with the Team members for Effective report generation.
* Frequent Checks on the Coming Quarter Analysis.
* Working and Supporting With the Higher Management.
* From 01-07-2014 to 31-07-2015, Promoted as HR In-charge in Technical services-ONGC Contract Based Company (Operation Maintenance of Bulk Handling systems, Work over Rigs, Well Stimulation services & Cementing Units , ETP –Water Injection Plants, Oil field Equipment’s Overhauling works, High Pressure pumps and Fabricators Mechanical Engineers).

Office: 44-14-11, Thota Street, Annapurnama Pet, Rajahmundry-533103, Andhra Pradesh, INDIA (Fax: 0883-2429253, Mobile: +918121693695).

* Worked as HR Asst’ In-charge in Technical services-ONGC Contract Based Company, Related to Manpower Supply Organization schedule for Operation and Maintenance work from 21-02-2011 to 30-06-2014.
* Respond to internal and external HR related inquiries or requests and provide assistance
* Redirect HR related calls or distribute correspondence to the appropriate person of the team
* Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met
* Liaise with other departments or functions (payroll, benefits etc.)
* Support the recruitment/hiring process by [sourcing candidates](https://resources.workable.com/recruiter-email-templates), performing [background checks](https://resources.workable.com/tutorial/background-check-red-flags), assisting in shortlisting, issuing employment contracts etc.
* Assist supervisors in performance management procedures
* Schedule meetings, interviews, HR events etc. and maintain the team’s agenda
* Coordinate training sessions and seminars
* Perform orientations, onboarding and update records with new hires
* Produce and submit reports on general HR activity
* Assist in ad-hoc HR projects, like collection of employee feedback
* Support other functions as assigned

**Research:**

1. Prediction tool for predicting the growth of plants and yield using Data Mining algorithms.

**Key Skills:**

* Management
* Distribution
* Administration
* Performance management
* Health & safety
* Operational efficiencies
* Teambuilding & Supervision
* Staff recruitment
* Report & Document Preparation
* Spread sheet& Database Creation
* Records Management
* Inventory Management
* Pay roll handling
* Expense Reduction

**Technical skills:**

**PROGRAMMING LANGUAGES & SOFTWARES**

R, C, PYTHON, JAVA, JAVA Script, PHP, HTML, CSS, XML, MYSQL, Word Press, Tableau, CRM,TMT-Tool, SAP,MS Office, VBA programming, Adobe Photoshop and flash .

**Certifications:**

#### Introduction to python programming

##### Udemy, License

#### Red Hat Open-Stack Technical overview

##### Red Hat & udemy, License

#### Advanced SEO: Tactics and strategy

##### Udemy & Moz moz.com, License

#### Project Management:The Closing Phase

##### Udemy & Jeb Riordan, License

#### Apply finance concepts for smart project management

##### Udemy & Shilpa Khire, License,

#### The New HR: 21st Century Talent Management

##### Udemy & Mr.Josh Bersin, License

#### Operations Management

##### Udemy & Professor Gad Allon, License

#### The Culture How to Support Team Culture

##### Udemy & Learoy Tonight, License

# **Education:**

## Master of EngineerinG cgpa 7.3

### Birla Institute of Technology and Science Pilani (2015-2017)

Dubai, United Arab Emirates Specialization: Software Systems

## BACHELOR OF Technology cgpa 6.2

Jawaharlal Nehru Technological University, Kakinada (2010-2014)

Andhra Pradesh, India

Specialization: Bachelor of technology in Computer Science

**JUNIOR COLLEGE**

Narayana Junior College, Rajahmundry (2008-2010)Andhra Pradesh, India

**HIGH SCHOOL**

Vignan High school, Guntur (2008) Andhra Pradesh, India

**Spoken-Languages:**

* English, Hindi, Telugu, and Tamil.