

L.Joshna Sai Kumari

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- **Carrier Objective**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow fulfilling organizational goals.

BASIC ACADEMIC CREDENTIALS

Qualification	Board/University	Year	Marks
MBA (HR)	Vivekvardhini PG College	2024	7.0
B.com (Computers)	Prathibha Degree college	2021	8.2
Intermediate (MEC)	Vijetha Junior college	2016	659
SSC	Prathibha vidhya nikethan high school	2014	7.2

EXPERIENCE :

Company Name : Bajaj Finance Limited.

Designation : As Intern

Period : 4 months

Role : Customer Support

Responsibilities : Convincing customers to take products in EMI.

Company Name : Wings for Dreams.

Period : 1Yr, 3months

Role : Telecaller executive

Responsibilities : Convincing donors for donations, Fundraising, Promoting the organisation's mission.

Company Name : Tutoroot Technology PVT Limited

Period : 2024 March - present

Role : Academic Coordinator

Responsibilities : Scheduling demos, paid classes.

Cordinating between students and faculties.

Ensuring smooth operations and academic excellence.

Providing Test and assignments to students.

Analyzing students performance.

Auditing classes and demos.

Skills;

- Microsoft Office Word
- Microsoft Excel
- Microsoft Office Power Point
- Internet Browsing

PERSONAL SKILLS :

Confident & Determined
Ability of multitasking

PERSONAL DETAILS

Father's Name : L.Veerabhadra rao
Permanent Address : Door No; 118/8,LIG,4th Phase,Kukatpally, Hyderabad.
Date of Birth : 15-02-1999
Languages known : Telugu,English
Nationality : Indian

DECLARATION

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

L.Joshna Saikumari

