

DANDU LAVANYA

Location:Hindupur,sri satya sai district

Email id:lavanyadandu17@gmail.com phone:+91-9346224027

SUMMARY

Resourceful Operations Executive with a proven track record of success in the administrative and clerical field with a 7 month of experience. Skilled in streamlining processes, and driving operational excellence. Skilled in active listening & verbal communication. Skilled in training candidates. Committed to maintaining high level of professionalism & contributing to the overall success of the company.

WORK EXPERIENCE

Operations executive(Consultant)
Info edge India ltd. (Job Hai)

December 2024-current

To establish the key responsibilities, expectations and deliverables for the Acquisition team, ensuring seamless alignment across the team to drive effective performance management and achieve organizational goals. I was also responsible for Training new candidates joining the team and solving their queries.

Responsibilities.

- Identify and engage new prospects via cold calling, networking, referrals, and digital outreach; build and maintain a cordial relationship with client to solve their problems.
 - Work with internal teams—product, operations—to ensure client needs are addressed and offerings remain competitive.
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EDUCATION

[Viswam Engineering College,Madanapalle]

(2020-2024)

B.Tech(CSE)

Percentage-78%

[Narayana Junior College, Hindupur]

(2018-2020)

Intermediate(MPC)

GPA- 8.75

[Venu Vidya Vihar School, Hindupur]

(2017-2018)

SSLC

GPA- 9.3

ADDITIONAL INFORMATION

Personal Skills: Communicating skill, Adaptability, Time Management, problem solving, teamwork, critical thinking.

Technical skills: python, SQL, Microsoft excel, word, power point, web developing, C.

Languages known: English, Hindi & Telugu.

Skill courses: Completed online course for the duration of 2 months “Cyber Security” from IBM.

Project: completed the projects on the titles “Steganography” and “smart Healthcare System with public verifiability” using advanced C, pointers, structures,3D-printingand bit manipulation.