* CURRICULUM VITAE

Balchandram Kodagandla

OU Colony, Shaikpet

Manikonda

Hyderabad-500008.

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| **Professional Synopsis** |

* Senior Process Associate with 5 years of experience specializing in preparing MIS Reports, Dashboards and Visualization for administration department.
* Well versed in advanced excel with VBA Macros, V-lookup, H-lookup, Conditional Formatting, If formulas, Nested if, Pivot Table, Data Validation and charts.
* Immense knowledge in preparation of PPT's for all Managers

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| **Academic Qualifications** |

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| **Qualification** | **Year of passing** | **College** | **University** | **Percentage of marks** |
| Graduation | 2014 | Indian Institute of Management and Commerce | Osmania University | 60% |
| Intermediate | 2011 | Sandeepani Jr College | State Board | 86% |
| SSC | 2009 | ZPHS Maddikunta | SSC | 83% |

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| **Professional Qualifications** |

* Completed online course for “[Microsoft Excel - Basic Data Visualization in Excel](https://www.udemy.com/create-well-designed-excel-graphs/)” as taught by [Sean J. Thompson](https://www.udemy.com/user/557ddc6403697/) on Udemy.
* “[Excel Dashboards in an Hour](https://www.udemy.com/excel-dashboards-in-an-hour/)”  as taught by [Mynda Treacy](https://www.udemy.com/user/myndatreacy/) on Udemy.
* Six months training for “Excel VBA” course in V.R software solutions, Nallakunta.

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| **Professional Skills** |

* Software: Advanced Excel, MS word, Power Point, Outlook, Macros & VBA.
* Database: MS Access (Tables, Exporting Data etc.)
* Operating System: Window, XP and Linux.

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| **Work Experience** |

* **Worked at AGShealth Pvt Ltd as Senior Process associate from March, 2016 to till date.**

Job Responsibilities:

* Preparation of dashboard documentation for the end users.
* Preparing performance dashboards of the team for every month and sharing with management.
* Preparing Daily/Weekly/Monthly reports for the various Clients within in the given time.
* Co-coordinating with Mangers and Leads for the data collection, determine technical issues and design reports to meet data analysis needs.
* Planning, Organizing and Conducting induction program for the new joiners.
* Conducting time to time training sessions and quality sessions for the new joiners and team members.
* Train associates to prepare and present monthly wrap-ups on monthly basis.
* **Worked as Senior Process Associate from December, 2014 to March, 2016 for ADP India Pvt Ltd.**

Job Responsibilities:

* On-Boarding New Clients: Configuring new clients into AdvancedMD system.
* Participating, communicating and escalating the issues clearly and effectively to the client.
* Exposure to conceptual knowledge in organizing the provider’s data in a correct format using various Macros and formulas.
* Talented in dealing with multiple assignments at once and ability to meet deadlines with accurate work at all times.

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| **Strengths** |

Good Analytical and Interpersonal Skills, with an Aptitude for Hard Work, Ability to work under pressure, quickly adaptable to new Tools and Technologies.

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| **Hobbies** |

* Listening music.
* Cooking variety of dishes.
* Playing cricket and mobile games.

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| **Personal details** |

Name : Balchandram Kodagandla

Father’s name : Buggaramulu

Date of birth : 20th July,1993

Gender : Male

Marital status : Married

Nationality : Indian

Religion : Hindu

Languages known : English, Hindi, Telugu

DECLARATION

 I here by declare that the information provided is true, complete and correct to the best of my knowledge and belief.

Date:

Place: Hyderabad (Balchandram Kodagandla)