RAVINDER **ATTAPURAM**

Address: H.No: 2-88/4, Quthbullapur Village, Opp. to Govt. Veterinary Hospital· **Phone**: +918801583836
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Analytical and detailed – oriented Administrative Assistant experienced in Coordinating, Planning, and Supporting daily operational functions. Offering expertise in delivering office and administrative support by applying strong organizational, technical, communication, and customer service skills. An outstanding communicator and team leader with strong interpersonal skills. Seeking to thrive in a demanding, deadline-driven environment.

EXPERIENCE

DATES FROM FEB 2018– MARCH 2019
COMMUNITY SERVICE REPRESENTATIVE, KELLY SERVICES INDIA PVT. LTD.(CLIENT: UBER)

Handled the entire remote hub and performed the day-to-day operations such as Onboarding, Troubleshooting, Risk Investigation, and Payments.

DATES FROM AUG 2016 – JAN 2018
OPERATIONS CONSULTANT, RANDSTAD INDIA PVT. LTD.(CLIENT: UBER)

Organized events like Uber Ice Cream, Uber Gold. Sorting out the driver's issues such as lost and found, fraud cases.

DATES FROM FEB 2015 – AUG 2016
OPERATIONS CONSULTANT, KLAUS IT SOLUTIONS (CLIENT: UBER)

Learned the organizational insights and started implementing it.
Used to deal with mainly Slogging, KYC check, Vehicle condition, Onboarding the vehicle to the platform

EDUCATION

2014
B.SC. COMPUTER MAINTENANCE & ENGINEERING, LOYOLA ACADEMY DEGREE AND PG COLLEGE

GPA: 73.8
Awards: The Best Continuous Improvement Award for the Academics

2011
INTERMEDIATE, SRI CHAITANYA JUNIOR KALASALA

GPA: 68.8

2009
SSC, SAT GYAN HIGH SCHOOL

GPA: 75

SKILLS

- Strategy Planning
- Team work and collaboration
- Project Management
- Timeline Management
- Customer Service
- Multi-tasker

TRAINING/PROJECTS ON DATA SCIENCE

Duration: 4 Months
Institute Name: Digital Nest

TRAINING PROJECTS:

Insurance Prediction (Porto Seguro Safe Driver Prediction): The top most auto and homeowner insurance in brazil wants to predict the probability that a driver will initiate an auto insurance claim in the next year. To automate this process, they have given a problem to identify the characteristics from the data and build a model to predict whether the insurance will be filled by the driver or not.

TECHNICAL SKILLS

- Python, R, SQL
- Machine Learning
- Data Visualization using Excel, Tableau
- MS Office
- Windows