

RESUME

T. MARUTHI PRASAD,
#6-125/8, Plot no : 12, venkateshwra colony, Nagaram, Hyderabad.
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PH:+91-7842365978.

PROFESSIONAL SUMMARY :

- Working as **Process Associate** at FIN infocom Pvt Ltd. Hyderabad from Jan 2015 to present date.
- Worked as **Video Transaction Executive** (Non Voice Process) at **Coretree Pvt Solutions**, Hyderabad from Dec 2012 to March 2014.

EDUCATIONAL QUALIFICATION:

- Completed B. Tech (Computer Science &Engineering) from Holy Mary College Of Engineering from **JNTU** in 2010.
- Intermediate in **M.P.C**, from **Board Of Intermediate** with 64.3% of marks in 2006, Hyderabad, India.
- **S.S.C**, from **Board Of S.S.C** with 72.5% of marks in 2004, Hyderabad, India.

TECHNICAL SKILLS:

- Typing (Lower Completed).
- Operating System: Windows family.
- Microsoft Office: MS-Word, MS-Excel, MS-PowerPoint.
- Ability to work in a team and good interpersonal skills
- Ability to interact and convey ideas

PROFESSIONAL EXPERIANCE:

Working for **FIN Infocom Pvt Ltd** , Nagole, Hyderabad as a **Process Associate** from Jan 2015 - Present

Description:-

Einstein College of Australia is to provide opportunities through education. Client will have onshore and offshore team. Offshore team will responsible to source the students from different countries.

Roles & Responsibilities :

- Administration Support to onshore team for Einstein College of Australia, situated in Melbourne, Australia
- Creating new student profiles and uploading their support documents in third party application (Wisenet)
- IT coordinator tasks of Einstein College websites and applications for every fortnight.
- I will handle all student related admin work
- I am the responsible person to issue offer letters and Coe's to the students
- I am the responsible person to check all the documents received from students and need to verify the validity of passport and education documents are genuine or not
- Preparing month end reports and excel sheets for student related information
- Attend students calls and assist with their queries
- To handle all the official documentation and Google drive sheets.

Dec 2012 - Video Transaction Executive

March 2014 Coretree Pvt Solutions

Description:-

Client will send us the shopping mall videos and we have to record the each and every moment of the customer. We are using some parameters to record the customer's moments. We will create the customer events for products pick, Conversation with sales persons, product testing, eye contact and transactions etc. After working on particular video we will generate one Excel sheet report and that report will be sent to the client.

Roles & Responsibilities :

- Handling the team and ensure team achieves the target
- Handle the all documentation and month end reports
- Uploading videos on server and maintain the excel sheet reports
- Respectively respond to client calls and emails

PERSONALPROFILE:

Name : T. Maruthi Prasad
Father Name : T. Srinivas
Date of Birth : 08-12-1988
Languages Known : English, Hindi, Telugu
Gender : Male
Nationality : Indian
Mobile : 9966427520
Permanent address : 6-125/8, P.NO-12, venkateshwara colony,
Nagaram, HYD (R.R.Dist), 501301.

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

(T. Maruthi Prasad)