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| **RESUME** |
| **Name :** Manisha kumari Muduli  **Email :** manishamuduli3@gmail.com  **Contact :** 7978099766  **Location :** Bangalore |

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| **CAREER OBJECTIVE:** |

Seeking a position where I can utilize my knowledge, abilities and personal skills while being resourceful, innovative and flexible that offers professional growth along with the organization.

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| **EDUCATIONAL QUALIFICATION:** |

**Graduation-:** BCA from Gayatri Institute of Science &Technology under Berhampur University in 2015.

**Intermediate-:** CHSE from Odisha Board in 2012.

**Matriculation-:** BSE from Odisha Board in 2010.

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| **TECHNICAL SKILLS:** |

**Language** : C, C++.

**Operating Systems** : LINUX, Windows 2000, XP, 7, 8

**Application Software** : MS Office, MS word, MS PowerPoint.

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| **JOB EXPERIENCE:** |

* Worked in Infosys as a process executive for 2.6 years.

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| **ROLES & RESPONSIBILITIES:** |

* Having 2.6 years of overall experience in Project management.
* Creation of purchase orders in tools as per the customer requirements.
* Following up with depot leads regarding the daily targets and client requirements.
* Preparing client data like Daily Reports, Weekly Reports and Monthly reports using VLookup, Pivot table, Graph, Etc
* Worked on on-boarding/off-boarding of resources into the Project.
* Preparing CSAT, RCA for team in case of SLA Breach.
* Providing trainings to new joinees regarding process and its policies. Also giving information about latest update which has given by client, to team members.
* Reviewing the quality of the work done by other team members and track the team updates on daily basis and reporting the same to client and management.

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| **AREA OF INTREST:** |

* Process Improvement.

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| **ACHIEVEMENTS:** |

* Awarded as Best performer by Infosys.
* Certified and awarded by Client (P&G) for handling the role in short duration.

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| **STRENGTH:** |

* Good Communication Skills.
* Problem solving.
* Time Management.
* Quick learner.

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| **PERSONAL PROFILE:** |

**Date of Birth :** 14th Oct 1995

**Gender**  **:** Female

**Languages Known :** English, Hindi and Odia.

**Temporary Address :** Sanjay Nagar

Landmark-Opposite to brand factory

Bangalore- 560037

State-Karnataka.

**Permanent Address :** D/o-Mr. Madan Mohan Muduli

Block colony-2, Bhanjanagar

Dist-Ganjam,

State: Odisha

Pin: 761126

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| **DECLARATION:** |

I hereby declare that the above furnished details are fully true to best of my knowledge and belief.

Date: Manisha Muduli

Place: Bangalore (signature)