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**RANADHEER REDDY KARRA**

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# CAREER OBJECTIVE

To work as a professional and to be associated with your organization that provides me as opportunity to show my full of my skills, improve my knowledge with the latest trends to be part of the team that works dynamically towards the growth of the organization and myself.

# TECHNICAL SKILLS

**Applications :** MS Office Suites 97 thru 2017, Symantec Norton Corporate Edition, McAfee

Products.

**Hardware :** Servers, Desktops, Laptops Network Printers, Storage Devices, Hubs, Switches,

Modems & Routers, General Cabling, Systems Assembling.

**DTP :** MS – Office, PageMaker, CorelDraw, Photoshop

**Networking :** LAN Networking.

**EDUCATIONAL QULIFICATION:**

MBA (Marketing) : Kakatiya University Warangal.

# PROFESSIONAL EXPERIENCE

Present Working in Wearhouse Operative (Fulfillment Associate) Amazon Wearhouse at Hayes

**ZERO Mass Foundation Jan 2008 – Dec-2018**

***State Operations Manager***

* Preparing MIS Reports & P&L Annual Statement in Microsoft Excel.
* I have extended the technical knowhow to all the CSPs under SBI KIOSK technology and also through mobile technology.
* All the latest changes as advocated by State Bank of India under KIOSK technology are being thought to our CSPs by organizing training classes’ regular and ongoing process.
* Work with the Cash Management Service team and reviewing Banking transactions.
* Reviewing weekly banking transactions & Preparing reports.
* Conducting monthly meetings with the Field Staff.
* Maintenance of weekly and monthly transactions data in excel.
* Improve control of service levels and quality

**ZERO Mass Foundation Jan 2007 – Dec 2007**

***Technical Executive***

* Installation, administration, and maintenance of windows computers.
* Provided Technical Support for Windows & MS Office Suite.
* Installed and configured hardware components.
* Installations and Maintenance of Biometric system.
* Provided application training for Field Staff.
* Technical data backup and maintenance.

**ING Vysa Bank, Warangal Sep 2004 – Feb 2005**

***Computer Operator***

* Data entry for online banking system.
* Updated over 20000 records in online banking system in excel.

**District Collector Office, Warangal Mar 2002 – Aug 2004**

***Computer Operator***

* Typing Official Letters and Summary Reports in excel
* Data entry of all types of revenue records.
* Updating corrections for the existing records.
* Software’s Installation

**PERSONAL PROFILE:**

Name : KARRA RANADHEER REDDY

Father’s Name : Shayam Sunder Reddy

Date of Birth : 14-02-1982

Marital Status : Married

Nationality : Indian

Hobbies : Watching Movies Reading Books & Playing Cricket

**Declaration**

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

**(RANADHEER KARRA)**