

CURRICULUM VITAE

K .V. N LAKSHMI,
D/O K VENKATADRI,
ROAD NO 3., SAI NAGAR COLANY.,
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CAREER OBJECTIVE:

An information technology career that uses technical knowledge and business background. Providing network and technical support knowledge.

EXPERIENCE DETAILES:

INFINITY LEARN BY SRI CHAITANYA – Durgam cheruvu, HYDERABAD [Currently Working]

I have been working as a Academic Counsellor Ed Tech background. JOB ROLE

- Will have to do consultative outbound calls & follow-up calls on a daily basis with prospective students & their parents.
- Fix appointments and conduct demo sessions on a daily basis with prospective students & their parents.
- Understand Customer profiles & learning problems to explain implications of ineffective learning methods and create the need for Infinity Learn course offerings through a structured Counselling Session with the student and the parents.
- Handle Objections and Price Negotiation to generate Sales Revenue

HR Admin & Junior Assistant : GOWTHAMI PG&DEGREE COLLEGE INSTITUTIONS

Responsible for ,resource for employees for resolving workplace issues, Maintain front and back office ,Staff Records , Recording holiday leaves, filing employment contracts , Tele calling , communication specialist ,Computer work (Data Entry) , Certificate Verification ,

OTHER ROLES : Admission Counsellor [experience -JUNE -2015 - MARCH-2018] DARSI

- **Computer Trainee: - HI TECH COMPUTERS.** [Experience – April-2018 – jan-2020] DARSI , Responsible for teaching Microsoft Office (PowerPoint, Excel and Word). **Job Role**

HR Admin & Junior Assistant : Roles & Responsibilities

- Provides data by operating a computer.
 - Determines sequence of operations by studying production schedule.
 - Performs defined tasks per documented instructions/processes.
 - Makes appropriate changes to the documentation, as needed.
 - Relationship & Wealth Management with Clients, Front Desk Activities.
 - Tele Phone Handling.
 - Office Assistance, Customer Handling.
- Other Roles Activities : conducting seminars in Schools and colleges

EDUCATIONAL QUALIFICATIONS:

- DEGREE : BACHELOR OF ARTS [B.A] - 2013
- B.Ed : BACHELOR OF EDUCATION – 2014-2015
- PGDCA – POST GRADUATION DIPLOMA IN COMPUTERS : 2018 -2019

○ TECHNICAL QUALIFICATION:

- P.G.D.C.A [POST GRADUATION DIPLOMA IN COMPUTERS]
- TECHNICAL SKILLS : MS OFFICE , EXCEL , POWER POINT PRESENTATION
- Desktop Support, Network Support, User Training.

Languages known as : Telugu , English , Hindi

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particular

(K V N LAKSHMI)