# RESUME

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# OBJECTIVE

Need an exponential growth for mutual benefits of Organizational enrichment & personal development. The technical skills, so acquired, would sharpen further and enhance my knowledge when exposed to more challenging jobs.

# PROFESSIONAL SUMMARY

* Having a work experience of 7**Years** in an esteemed Institution, named as **KETAN CONVENT HIGH SCHOOL**. with designation of admin **Clerk** for the term JUly 2015 to jan2022.
* Communicate with manager to coordinate schedules.
* Prepare essential documentation, including memos, reports and other form of communication.
* Handle human resource duties, including managing personnel database and payroll.
* Act as the organizational receptionist and receive calls and guests.
* Answer and respond to organization emails and phone calls, and forward communication to appropriate parties as necessary.
* Maintains and organizes meeting schedules.
* Regularly check and maintain record of necessary office supplies.
* Communicate regularly with staff to help procure needed item.

# ACADEMIC PROFILE

* **MBA** in Human Resource from Vidya Bharathi institute of technology Warangal in 2013 with **77%.**
* **B.Sc** in Botany, Zoology & Chemistry from CKM arts and science college Warangal in 2010 with **70%.**
* **Intermediate (Bi.P.C)** from Andhra Balika jr, college Warangal in 2007 with **65%.**
* **SSC** from Govt high school Masoomali Warangal in 2005 with **70%.**

# ACADEMIC PROJECT

**Project Name :** Quality of work life.

**Customer :** BHEL Hyderabad.

**Role : 1)** Positive employee attitudes towards their work and the company.

**2)** Increased productivity and intrinsic motivation.

**3)** Enhanced organizational effectiveness and competitive advantages.

# TECHNICAL SKILLS

# Hans-on experience using Microsoft Office Suite.

# PGDCA.

# Knowledge of computer applications

# SAP Basics.

# DECLARATION

I hereby declare that the above information given by me is correct to the best of my knowledge.

Date:

Place: Warangal **(KALAKOTLA RAMYA)**