



ANKITA MARIPELLI

HR COORDINATOR

CONTACT

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ankithavandy19@gmail.com

Tarnaka, Hyderabad

EDUCATION

2022-2024

TELANGANA MAHILA
VISHVAVIDYALAYAM

- Master of Arts (Economics)

2018-2021

NALANDA DEGREE COLLEGE

- Bachelor of Arts (Economics)
- GPA: 8.2/ 10.0

SOFT SKILLS

- Teamwork
- Time Management
- Work Holic
- Determination
- Creative Thinking

SKILLS

- Microsoft Office
- Typing speed - 35wpm
- Digital Marketing

PROFILE

To obtain challenging and responsible position in an organization where I can my ideas, work and knowledge for the development of an organization as well as myself.

WORK EXPERIENCE

Vinll IT services

31/01/2024TO

HR coordinator

30/05/2024

- Maintain Records of employees personnel related data (payroll, personal information, leaves, etc.)
- Manage a high-performing marketing & IT & Infra team, fostering a collaborative and results-driven work environment.
- Respond to internal and external HR related inquiries or Request provide assistance.

Adurl Infra Private Limited

01/11/2023 to

Team lead

30/01/2024

- Setting Team goals
- Giving tasks and deadlines for team members
- Resolving team problems
- Train the teams members

Animal Husbandry Department

2019 to 2022

Data Entry/Computer Operator

- Worked under NAIP Scheme, Assembling, Arranging data and checking the accuracy of all information and notifying supervisor if any mistakes
- MAINTAINING Data reports
- Completing administrative activities such as filing, monitoring supplies, scanning, Andprinting as required.

CERTIFICATIONS&ACHIEVEMENTS:

~ Completed NSS Certificate by kakatiya univerty

~Achieved National Art Contest Certificate in Painting

~ Got Govt of India Certificate in painting

~ NEIT - National English Indian Talent - State 163 rank, National 731 rank

~Got a merit award by LIC in category of all rounder