

Viswanadhapalli Lankamma

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EDUCATION

JNTUK UNIVERSITY

Bachelor of Technology (*Electronics and Communication Engineering*) 2016-2020

(Second Division, CGPA: 7.0/10)

Board of Intermediate Education, Andhra Pradesh

MPC course, Percentage: 70 2014-2016

Board of Secondary Education, Andhra Pradesh

SSC, CGPA: 8.5/10 2013-2014

Carrer Objective:

To get elevated in the field assigned, by exploring my skills and working hard as true to my conscience for the upliftment of the organization as well as my personal growth.

PROFESSIONAL EXPERIENCE:

FEB 2022 – AUG 2022

- Company: Xtract IT Solutions & Strategy
- Role: Accounts Executive
- Work Holic & 6Months Experience in Accounting

RESPONSIBILITIES:

An account executive is the primary point of contact between a vendor and a client. They handle day-to-day relationship between both parties with the goal of achieving optimal customer satisfaction. It's also an account executive's job to help find prospective clients and bring new business to their company.

- Ceipal workforce
- Quick books
- Timesheets Updating
- Invoice
- Bills

I-BOOK CONSULTANCY

BACK-END WORK

Overseas education consultants provide help in many areas:

JAN 2023 – Till Date

- guide students with their overseas education options after understanding their profile and desired course.
- assist students on deciding on the universities/colleges and programs to opt for.
- help students build their profile (sop/lor/resume).
- provide insights on career outcomes based on their preferred options.
- An education agent plays a vital role in helping students make a hassle-free application or paperwork processing. An expert consultant provides delicate services in terms of shortlisting desired courses and academic institutes in their preferred country.

1.Evaluation of profile:

The primary role of an overseas education consultant is to first understand a student's profile, their area of study, interests, future goals, etc., and then provide them with program possibilities that best match their profile.

2. Selecting the University:

Often, choosing the right university can be a daunting task as there are a plethora of universities offering even higher number of courses. Here an education expert helps students find and apply to the academic institutes offering the course of student's interests.

3. Admission Processing:

The study abroad consultant help students fill out their admission forms correctly and prepare financial documents.

4. Documents:

The process of applying to a university abroad is a cumbersome task as it involves the submission of documents like marksheets, transcripts, SOP, LOR, loan papers, etc. Hiring an education consultant helps students keep a record of these documents and ensures that all documents are submitted on time.

5. Financial Aid Options:

Study abroad counselors also guide students about scholarships, application fee waivers, education loans, and other types of financial assistance to help them apply to study abroad without worrying about a lack of funds.

6. Statement of Purpose Preparation: Education consultants help students prepare an honest and appealing SOP; an essay written to the university officials to help them better understand the student profile.

8. Process after getting accepted: The role of an education consultant is not confined to the admission of students abroad. It rather involves updating students on the change in rules and regulations along with assisting in accommodation, lifestyle and managing finance, etc.

- Education Loan Guidance
- Loans at affordable Rates

PERSONAL PROFILE:

Date of Birth:	02-07-2000
Gender:	Female
Languages Known:	Telugu, English
Nationality:	Indian
Hobbies:	Watching Movies, Playing Shuttle, Listening Music

STRENGTHS

- Punctuality
- Working Under Pressure
- Honesty
- Positive Attitude

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge. All the information shared in the resume is correct, and I take full responsibility for its correctness. I solemnly declare that the information in this resume is true to the best of my knowledge and belief.
