**Y. MRUDULA Mobile**: 8801878253

mrudulayadlapati@gmail.com

**CAREER OBJECTIVE**

Looking forward for a thought provoking profession in the discipline organization and willing to work as a key player in challenging & creative teams.

**Experience:**

* Worked at KIREETI SOFT TECHNOLOGIES – It is an online gift portal dealing with Famous sites like us2guntur.com and Hydrabadbazzar.com.
* Experience- 1 Year.2 MONTHS (2014 JAN 10 TO MARCH 31 2015)

Designation: Online payments

* Job Profile: Taking Care of payment gateway’s
* Checking the payments in different gateway’s like ICICI, HDFC and Amex .
* Has to check and move the valid order’s from invalid to valid.
* Has to give refund’s and credit note’s and has to send mail’s of it.
* Has to take care of pending report’s and complaint’s .
* Worked at Sollet Soft Sollutions
* Experience-11 Months (2105-APRIL 8 TO 2016 FEB)

Designation: operations Executive

* Job Profile:
* Banking and Non banking operations of a company
* Banking includes SBI, BOB, RBL, YES Bank and White Label ATMS
* Non Banking includes Mobile and DTH recharges, Electricity bills and Insurance Payments
* Solving the customer queries related to Banking and Non Banking
* Worked at Smart global services- It is a seller of EBay and Amazon.
* Experience: Since 2 YR.2 MONTHS (2016 APRIL TO 2018 JUNE)

Designation: operations Executive

* Purchases and cancellation of order’s.
* Delayed orders and shipments.
* Processing Refunds and taking care of claims.
* Taking care of messages from buyer’s

Currently working as a teacher in Sri Vijaya sai primary school for English and Computers

From 2021 to till date.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course of**  **Study** | **Name of the**  **School** | **Year of study** | **Board of University** | **Percentage Of Marks** |
| MBA (Finance) | CVSR School Of MBA | 2011-2013 | JNTUH | 73% |
| Degree(B.Com)  (Taxation) | Sri Vijaya Sai Degree college at Bodhan ,Nizamabad (Dist). | 2008-2011 | Osmania  University | 79% |
| Intermediate  (C.E.C) | Vidya Vikas Junior Vollege at Bodhan,Nizamabad (dist). | 2006-2008 | Board Of Inter | 90% |
| SSC | St Judes High School at Nizamabad | 2005-2006 | Board of SSC | 65% |

**COMPUTER SKILLS:**

* Ms- Office
* Accounting Packages
* C-language

**PROJECT WORK:**

* Did Project work on Equity Analysis on Automobile Industry with SMC Global Securities Ltd.
* Equity analysis between Tata Motors, Mahindra and Mahindra and

Maruti Suzuki.

**ACHIEVEMENTS:**

* I Got Prathibha Award During my Graduation Level
* Stood 2nd in my college during my intermediate and Graduation

**PERSONAL DETAILS:**

Name : YADLAPATI MRUDULA

Father’s name : Y. RAVINDER RAO

Date of Birth : 04-03-1990

Marital Status : Divorced

Gender : Female

Religion : Hindu

Languages Known : Telugu, English & Hindi

Hobbies : Reading short stories, Listening songs

Permanent Address : Y. Mrudula

H No:-18-14,

Near sai baba temple,

Bodhan,

Nizamabad (Dist). TELENGANNA

Pin code: 503 185

**DECLARATION**

I declare that above mentioned information is true and correct to the best

Of my knowledge and belief.

**DATE:**

**PLACE: YOUR'S SINCERLY**

**( Y.MRUDULA)**