



VARAPRASAD GEDDAM

@e-mail: varaprasadgeddam9@gmail.com

CAREER OBJECTIVE

To become a management professional by serving in a reputed organization where can I get an opportunity to grow myself along with the organization.

PROFESSIONAL SUMMARY

Experienced Executive with a demonstrated history of working in the information technology and services industry. Skilled in Microsoft Excel, Customer Services, Business Development, Strategy, and Microsoft Office.

EDUCATION

MBA : Master of Business Administration from SVKR College of Engineering and Technology, JNTUK University.

EXPERIENCE

Executive in MIS

I have been working with **M/s Ericsson India Pvt Ltd.** Hyderabad since Feb 2016 as an Executive of MIS

Responsibilities

- Responsible for Preparing Agent reports circle wise
- Preparing MIS sheets and sharing to the Management
- Sourcing of candidates through Portal (Monster India, Naukri), and candidates referrals
- Preparing of Daily, Weekly and Monthly statements
- Complete follow up of the candidate till the on boarding

CONTACT:

+971-567522592

Address: 37b street,
plot no 13, near
ADCB metro station,
Al Karama

SKILLS

- Microsoft Excel
- Microsoft Word
- Internet Concepts

STRENGTH

- Positive thinking
- Hard working nature
- Willing to learn

PERSONAL DETAILS

- Nationality : Indian
- Languages:
English, Hindi and
Telugu
- Passport No:
P5220255
- Visa Status: Visit
(15-01-2021)