

ALLADI PREMA NAVEEN

Quick learner, Team leader

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EDUCATION

Qualification	College/Institute Name	Duration	Percentage
B.Tech (Mechanical Engineering)	Sasi Institute of Technology & Engineering	2016-2019	78.10%
Diploma (Mechanical Engineering)	Srinivasa Institute of Engineering & Technology	2013-2016	78.96%
SSC	Bharathi Convent High School	2012-2013	8.5(GPA)

SKILLS

IT Service Management | Incident Management | Problem Management

- Configure User Accounts, Groups & Roles
- Detect and record the Incidents as well as prioritise those based upon the impact and urgency
- Create reports, Workflows, data imports for Incident, Problem and Create application menu with modules
- Actively manages the life-cycle of the platform
- Modifying lists and forms based upon the user requirement
- In - depth knowledge of the Technical implementation of Incident Management, Problem Management
- Involved in activating the plug-in
- Working on various modules of ServiceNow which include Incident and Problem Management

MS-Office

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel

Communication skills**Leadership skills****Time management skills****STRENGTHS**

- Hard working
- Quick learning
- Interest to learn new things

HOBIES

- Trading in indian stock markets
- Reading companies annual reports
- Watching cricket
- Listening Music

PERSONAL INFORMATION

Father's Name : Alladi Venkateswararao

Date of Birth : 21/08/1998

Nationality : Indian

Marital Status : Unmarried

Gender : Male

Contact Address : Petta vari peta, D.NO: 2-77/9, Vakkalanka, Ambajipeta Mandal,
East Godavari District, Andhra Pradesh, Pincode: 533241

Languages : English and Telugu

DECLARATION

I hereby declare that the information provided above is correct to the best of my knowledge and belief.

Thanking you

Yours faithfully
ALLADI PREMA NAVEEN