

## Resume

**G Puneeth Kumar**

**Email- [Puneethkumargajjela@gmail.com](mailto:Puneethkumargajjela@gmail.com)**

**Mobile No- +91-8142424331**

### Career Objective:

My Primary Objective is to serve my employer to his satisfaction with my utmost sincerity and talents. In that lies my job satisfaction. I will also visualize my professional advancement in the organization. I will be sincere, truthful and a whole-hearted working person.

### EXPERIENCE :

Having 1.0years of experience in the filed of XML process and XML QC, Epub,Invoice Process from Vainqueur Publishing Corporate Services 2019 May to 2020 July.

### EDUCATION QUALIFICATION :

College/Institute	Class/Course	Board/University	Year	%
Wesley Pg College	MCA	Osmania University	2016-19	77%
Sri Venkateshwara Degree College	B.sc (Computer Science)	Sri Krishna devaraya University	2013-16	68%
Sri Chaitanya Junior College	MPC	State Board of Intermediate	2011-13	65%
Sri Saraswathi Vidhya Mandir	SSC	State Secondary Board	2010-11	72%

### Technical Skills:

**Operating Systems:** Mac, Windows

**Databases:** Basics of MS SQL Server 2000

**Tools:** MS Office, MS Visual Studio,Epsilon

**Languages:** Java .

**Web Technologies:** HTML,CSS, JavaScript,XML,UX Design

**Professional Skills :** Techsupport

### Projects:

**Process Associate (May2019 - July 2020)**

**Project** :- IEEE Project (Apthara),Epub,Invoice Process

- Company name : Vainqueur Publishing Corporate Services
- Production Description :- Converting TBML to XML (Data Executive)
- Technical Environment :- Epsilon Tool.
- Processing :- Zoning, Content Proffing, Math Process, XML programming, Faithlife project training completed (Amnet).

### Roles and Responsibilities:

- Archiving of Invoice data according to its categories.
- Approval / Research and Rectify errors on Charge Code and other type GL Code errors.
- Perform quality check assessment on all process of various associates.
- Coordinate with team members and ensure achievement of all team objectives and goals.

**Network Administrator:**

- Provide support for outlook configuration and hardware related issues.
- Networking, LAN & WAN trouble shooting, Network Auditing, Knowledge of configure and maintenance.
- Implemented security policy and virus protection.
- Configuring Outlook 2003, 2007, 2010. Configuring of Routing Protocols like RIP, OSPF, IGRP, EIGRP

**Hobbies & Interests:**

Internet Surfing , Creating Phishing Pages, Playing Chess , Watching Movies, News.

**Strengths:**

- Dedication...willingness to walk the extra mile to achieve excellence
- Definiteness of purpose...clear goals
- Like ability...positive attitude...sense of humor.
- Honesty...integrity...a decent human being.
- My strengths are hard worker, self motivating and dedicated towards my work and also I am a good learner as well as teacher.

**Personal Profile:**

Name : G Puneeth Kumar

Father Name : G Nagaraj Gupta

Date of birth : 16-06-1995

Address : 3/358, Kallugandi Street , Kadiri ,Anantapuram Dist 515591.

**Career Aspirations**

I wish to work with any good Institution/Organization/MNC and would like to grow myself along with the company or institution I serve.

Place:

Date:

(G Puneeth Kumar )