

CURRICULUM VITAE

VINODH KUMAR.V
(Master of Business Administration)

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Career Objective:

To pursue a challenging career to utilize my competencies for contributing towards the productivity of the company there by augmenting my potential capabilities.

Academic Career:

- First class in Masters Degree (MBA in Finance and Marketing) from Jawaharlal Nehru Technological University.
- First class in Bachelors Degree (Bachelor of Arts in English Literature) from Osmania University.
- First class in Bachelor of Education in English and Social Methodologies from Osmania University.

Professional Exposure:

- Working as an Assistant Professor in **Marri Laxman Reddy Institute of Technology and Management (MLRITM), HYDERBAD** from April – 2021 to till now.
- Worked as Soft Skills Trainer in **Sri Chaitanya Techno School**, from November-2019 to January-2021.
- Worked as an Assistant Professor in **Marri Laxman Reddy Institute of Technology and Management (MLRITM), HYDERBAD** from January – 2016 to October-2019.
- Worked as Sales Associate in **RELIANCE DIGITALS Kothapet, HYDERABAD** From July-2014 to February-2015.
- Worked as HR & Accountant in **BHOSHO Architects Pvt Ltd, Gachibowli, and HYDERABAD** From January-2013 to February-2014.
- Worked as Tele Sales Executive in **HBL System Pvt. Ltd, HYDERABAD** From September-2012 to December-2012.

Job Responsibilities:

- Teach courses in MEFA, BEFA, and FOM, GS subjects to B.Tech-II, III year subjects and MBA department marketing & common subjects.
- Prepare Syllabus, Curricula, Reading Materials, Tests, and Quizzes, Create curricula in accordance with departmental standards.

- Deliver lectures and facilitate classroom discussions on analysis, rhetoric, critical theory, structure, and style.
- Regularly meet with students during office hours to address concerns and offer feedback. Participate in campus events.
- Grade exams and papers, giving detailed feedback. Keep thorough records of student scores and attendance.
- Projects Supervised for MBA students.
- Conducting and Coordinator for Conferences, Workshops and FDPs.
- Teach courses in interpersonal people skills or desirable personality traits that revolve around character, teamwork, communication, time management and work ethic.
- Train the students to develop communication skills, Public speaking, Decision making, Problem Solving skills, Stress management etc.
- Posting and processing journal entries to ensure all business transactions are recorded
- Updating accounts receivable and issue invoices.
- Advises present or prospective customers by doing outgoing calls, operating telephone equipment, automatic dialing systems, and other telecommunications technologies.
- Maintaining financial records.
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities.
- Addressing any employment relations issues, such as work complaints and harassment allegations.

Achievements:

- Certified in Tally (9.0) from Krish Technologies.
- Certified in Business Process Outsourcing from DRDA Projects.
- Participated in faculty development program (FDP) on OBE at JNTUH.
- Participated in faculty development program (FDP) on Instructional design and delivery system organized by Marri Laxman Reddy Institute of Technology (MLRIT) College of Engineering, Hyderabad.

Personal Profile:

Name : V.Vinodh Kumar

Date of Birth : 25.03.1989

Languages Known : Telugu, Hindi, English

Marital Status : Married

Permanent Address :Vundeti. Vinodh Kumar,

S/o Nagesh,

Govindapuram (Vi),

Huzurnagar (Md),

Suryapet (dist), 508204.

Declaration:

All the furnished above are true and to the best of my knowledge.

Place:

Date:

VINODH KUMAR VUNDETI