



## **VENKATA SAITEJA SOBILI**

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### **CAREER OBJECTIVE**

To secure a responsible and challenging position in a reputed organisation that offers professional growth while being resourceful, innovative and flexible.

### **EDUCATION QUALIFICATIONS**

#### **B.tech ( Civil) (2011-2015)**

M.V.R College of Engineering & Technology, Paritala  
JNTU Kakinada University

#### **Intermediate(M.E.C) (2009-2011)**

Sri Chaitanya College, Vijayawada Board  
of Intermediate, A.P .

#### **SSC(2008-2009)**

Nava Barath Public School, Vijayawada  
Secondary School Education Examination Board, A.P

## **EXPERIENCE**

- Worked as a **Banking Operational Service Executive** in RELIANCE MUTUAL FUNDS from 2018 July -2020 January.

## **PROFESSIONAL SUMMARY**

I worked as a **Banking Operational Service Executive (Credit Controller)** “RELIANCE MUTUAL FUNDS” from 1<sup>st</sup> July 2018 to 5<sup>th</sup> January 2020.

- ✓ Responsible for assessing the risk on new accounts by way of credit information.
- ✓ Ensuring that cash, cheques are deposited in correct accounts the same day that it's collected from customer's and records of all transactions are kept and filed properly.
- ✓ Updating customer records & ensuring that administrative records are up to date.
- ✓ Sending out copy invoices, monthly statements and cash allocations.
- ✓ Ensuring MIS Reports are regularly done and when needed and update customer's account in MIS systems on a daily basis.
- ✓ Preparation of various month end reports required by management.
- ✓ Making checks with banks about a potential customer's credit rating.
- ✓ Preparing the presentations related to the CREDIT IDENTIFICATION and BANKING QUERY MODULE.

## **TECHNICAL SKILLS**

- ✓ Diploma in Windows and MS-Office application
- ✓ Have a good accurate typing speed of 30wpm
- ✓ Capable of working under pressure and meet deadlines as scheduled with quality in work
- ✓ Extensive knowledge on AutoCAD design package on 2D design.

## **INTERNSHIPS**

- ✓ Industrial training in Srisailem and Nagarajuna Sagar dams, which are major irrigation projects in Andhra Pradesh, India.
- ✓ Design and Architecture training in Coco-Cola Factory in Guntur, Andhra Pradesh, India.
- ✓ Design and Architecture training in a Water plant in Vijayawada.

## **PROJECT**

**Company:** Vijayawada Toll Plaza Private Limited

**Duration:** 6 months

**Project on:** Rigid Pavements

### **Project Work**

- ✓ Oversee construction and maintenance of facilities.
- ✓ Handling reports and maps, engineering blueprints and photography, etc.
- ✓ Conducted site survey with seniors and analysing data to execute civil engineering projects.
- ✓ Calculating requirements to plan and design the specifications of the civil work required.
- ✓ Ensured safety by monitoring the site.
- ✓ Assisting seniors in forecasting the cost, quantity and budget of equipment, manpower and labour.

## **ACHIEVEMENTS**

- ✓ Presented a poster on “Failures under Before construction and after construction “, at Kakinada University, Secured First prize.
- ✓ Won first prize in paper presentation on “Burj Khalifa” in my Bachelors.
- ✓ Won 2nd prize in Quiz Conducted in my College fest in Bachelors.

## **PERSONAL PROFILE**

Full Name	VENKATA SAI TEJA SOBILI
Nationality	Indian
Date of Birth	21 <sup>st</sup> March 1994
Father's Name	Srinivasa Rao
Marital status	Single
Sex	Male
Languages Known	English, Hindi, & Telugu.
Hobbies	Playing chess ,listening to Music and and Reading News paper
Passport No	M1218908
Visa Validity	Visit Visa (11 <sup>th</sup> July- 18 <sup>th</sup> October)

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