

Teja Mannava

Communication details:

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Objective

To be part of an agile organisation and deliver the jobs to the best of my abilities and become the part of Organisations growth story. Looking for challenging opportunities in project management and business analysis domain with my current experience in project management, MS office, communication skills. I am also good at client coordination, quality assurance and pre-sales activities and providing sales support.

Educational qualification

Graduation: Garden City University (Bachelor of Business Administration in Finance and Business analytics) - 2019-22 (CGPA 9.2)

PUC: Master Minds Junior College (Mathematics, Economics and Commerce) - 2015-17 (88%)

X Standard: Andhra Pradesh State Board- Aravinda High School – 2014-15 (CGPA 9.7)

Experience:

Experience(2 years):

Acuvate Software Private Limited: Acuvate is a global software service provider with over 17 years of experience in digital solutions, accelerating enterprise-wide digital transformation with our AI accelerators.

Role: - Junior Project Manager (April 2024-Present) .

- Handling AI and Co-pilot based projects.
- Requirement gathering.
- Business requirements documentation.
- Weekly and daily progress tracking.
- Manual testing.
- Client Co-ordination and team management.

42Card Solutions Pvt Ltd: A fin-tech solutions private limited company that provides credit card services to banks.

Role: - Business Analyst –Risk department (June 2022 – April 2024)

- Majorly handling underwriting and credit risk analysis.
- Underwriting larger sets of customer data for credit cards using MS office software.
- Working as a project manager for the risk department and have hands on experience in project tracking platforms like Jira etc..
- Ability to understand and derive meaningful insights from data.
- Customer on-boarding into credit card management system.
- Handling the organization's documents and administrative activities.
- Customer data management.
- Client relationship management. I have been on client location for streamlining various processes and projects.
- I also handle pre-sales activities, bidding documentation and client demos and presentations.
- Timely portfolio behaviour analysis.
- Am well versed with business analysis, inventory procurement and management.
- I handled successful projects and am well recognised by the clients for excellent co-ordination and quality assurance
- Understanding on the organization's processes and systems functionality.
- Drafted the initial process documentations for card embossing, dispatch, RTO, account closure and posting of GL entries and employee training materials.

Internship:

Straive: Straive (formerly SPi Global) is a market-leading content technology enterprise providing data services, subject matter expertise, & technology solutions to multiple domains such as eLearning/EdTech, Research Content, & Data/Information

Role: ESG Data Analyst- 2022

- Prepared ESG reports of various companies across the globe.
- The Environment, Social and Governance policies of various companies is reviewed and derived meaningful insights.
- Company's ESG data analysis.
- Team management and timely project output delivery
- Worked as Quality check associate towards for the team's daily output.

Skills:

- Large data analytics
- Business analytics
- Customer behaviour/portfolio analysis
- Credit risk analytics
- Fraud transaction analysis
- Hands on experience in Excel and other analytical tools.
- Leadership skills and team player
- Timely project delivery
- Resources and inventory procurement and management
- Microsoft office and hands on experience on ticketing platforms like Jira.
- MS office
- Pre-sales activities.
- Client co-ordination and client relationship management.
- Quality assurance.
- Agile methodologies
- Data management
- Project management
- Business requirements documentation.
- Process documentation and Process building.

Completed Assignments:

On the job projects:

1. Card Origination system. I have handled from business requirements stage to quality assurance and client handover.
2. Bureau reporting.

Research projects:

3. A Study on Humanistic Capitalism amongst the youth and growth of Humanistic Capitalism.
4. A Study on how Renewable Energy can impact Economic Growth.
5. Compulsive usage of mobile in teens

Other Projects:

1. Chemical free food and commodities campaigns for Sustainable Development Goals
2. Organic firm- A Business plan presentation
3. Case study on successful start-ups like Zerodha

Certifications:

Technical:

1. Business Analytics certification by IBM.
2. Visa Risk Manager Operations.

Soft skills:

- Corporate Training by Garden City University.

Extra-curricular/ Participations:

Participations:

- Participated in various national quiz competitions
- Conducted various seminars on environmental and social awareness.
- Participated in various debates on gender equality.

Social Activities:

- Volunteer at DKMS BMST foundation India stem cell donor registration drive 2019 a.
- Climate Change & Global Warming awareness Freshathon 2019.

Activities of interest:

- Reading books, cooking and student interactions.

Awards:

- Best presenter for a case study analysis.
- Best performer of the month during internship (ESG Project).