

# **RESUME**

BABU BEDAMPUDI  
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## **CAREER OBJECTIVE**

Accomplishment of challenging position, utilization of best of my skills and gain more knowledge to achieve the organization goals and become an asset to the organization.

Creative teaching strategies to engage students fully in the learning process. Driven to inspire students to achieve personal and academic success.

## **SUMMARY OF PROFILE**

- 5 years of work Experience a Coordinator in Andhra Pradesh State Skill Development Corporation (APSSDC)
- 2 years of work experience as a Commerce faculty in SKSM Degree College
- 8 years I have run my own computer institute center at my home town Devanahalli

## **QUALIFICATION**

- **M.A ENGLISH from GITAM University Visakhapatnam 2019 to 2021**
- **M.Com form GITAM University Visakhapatnam 2014 to 2016**
- **M.B.A. (Marketing & Finance)** from Andhra University, Visakhapatnam. From 2002 to 2004.
- **B. Com, (Computers)** from Andhra University, Visakhapatnam. From 1998 to 2001.

## **TECHNICAL SKILLS & CERTIFICATIONS**

- Operating system      Windows latest versions and MS- Dos
- Languages                COBOL, C, C++
- Data base                 Oracle.
- Packages                 MS-office,  
Tally Erp.9  
Adobe Photo shop

## **WORK EXPERIENCE**

### **JOB ROLE: ESC Coordinator & Skill Hub Coordinator**

**Organization: Andhra Pradesh State Skill Development Corporation**

**Period: 04-12-2018 December ONWARDS**

#### **Responsibilities:**

- 1) Custodian for ESC Center Assets**
- 2) Conducting the Online and Offline Classes for the Students**
- 3) Supporting to District skill development office team.**
- 4) Mobilizing the students to participate various job drives conducting in the districts.**
- 5) Mobilizing the students for Various course offered by the APSSDC**
- 6) Conducting Asset Verification for yearly audit**
- 7) Mobilizing Unemployed Youth for APSSDC and PMKVY Courses.**
- 8) Meeting Local Colleges and Educational Institution for getting the students data.**
- 9) Meeting Local MPDOs and All the Village Secretaries for Educating the Information about the Skill Hub Courses and candidate mobilization**
- 10) .**

## **WORK EXPERIENCE**

### **JOB ROLE: LECTURER**

**INSTITUTE: SKSM DEGREE COLLEGE TALLAPUDI**

**Period: 02/06/2016 to 03/12/2018**

#### **Responsibilities:**

- 1) Dealing with Marketing, Tally, E commerce and auditing Subjects**
- 2) Conducting weekly slip test.**
- 3) Conducting seminars every month.**
- 4) Mobilizing the students to participate various job drives conducting in the districts.**
- 5) Taking permissions from the local industries for student's industrial tours.**

## STRENGTHS

- To be Initiator, skills Learner, Self Confidence, Presentation Skills, hardworking nature.
- Motivator & Team Player
- Ability to learn & grasp things faster.
- Challenged and motivated students through in-depth lectures and discussions.
- Initiated thought-provoking classroom discussions to help students develop critical thinking skills
- Established course websites to make updated handouts and other resources available to students.
- Assessment and evaluation
- Curriculum development

## Personal details

Nationality	:	Indian
Date of Birth	:	14/10/1980
Father Name	:	Bala Swamy
Marital status	:	Married
Hobbies	:	Singing and playing keyboard, playing football.
Passport No	:	L5021667
PAN CARD No	:	AMTPB 8848A
AADHAR CARD	:	8331 2136 1369

Yours faithfully,

**(B.Babu)**

