

N. MOUNIKA

Email: girijammamounika@gmail.com

Mobile No: 9182766462

CAREER OBJECTIVE:

A highly motivated and results-driven recent graduate with a passion for project management and coordination. Equipped with solid knowledge of project management principles, excellent organizational skills, and a strong ability to work collaboratively with diverse teams. Seeking to contribute to the success.

PROJECT:

- **Working capital Management:** Assisted with **project budget management**, tracking working capital, and ensuring that allocated funds were used efficiently.
- Working capital management is the process of managing and controlling a company's short-term assets and liabilities to ensure efficiency and enough liquidity to meet day-to-day expenses.
- Communicated effectively with team members to ensure that all financial guidelines were clearly understood and properly followed throughout the project.

INTERNSHIP EXPERIENCE & PROJECT MANAGEMENT INTERN:

[Dodla dairy private limited] – [Palamaner, Andhra Pradesh][November, 2022] – [February, 2023]

- ❖ Assisted in the coordination of project activities, ensuring timelines and deliverables were met.
- ❖ Collaborated with team members to update project schedules and track progress.
- ❖ Organized and attended project meetings, documenting discussions and action items.
- ❖ Supported the preparation of project reports and presentations for stakeholders.
- ❖ Helped with risk assessment and mitigation strategies by identifying potential issues and suggesting solutions.

ACADEMIC QUALIFICATION:

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|--|-------------|
| ○ MBA ,HR&FINANCE (86%) Dravidian University, Kuppam | [2023-2025] |
| ○ B.COM(C.A) (84%) Social welfare residential girls' degree college kalikiri | [2020-2023] |
| ○ INTERMEDIATE (office assistantship) (89%) G.V.J.C, kuppam | [2018-2020] |
| ○ SSC (87%)Rallabuduguru Z.P.H.S | [2017-2018] |

TECHNICAL SKILLS:

- **Microsoft Office Suite:** Excel, Word, PowerPoint, Outlook
- **Communication:** Strong verbal and written communication Skills
- **Time Management:** Effective at prioritizing tasks and meeting deadlines
- **Problem-Solving:** Able to analyse challenges and implement solutions
- **Team Collaboration:** Skilled in working in cross-functional teams

HOBBIES :

- ✓ Playing games
- ✓ Gardening
- ✓ Learning language

PERSONAL DETAILS:

Name	: Mounika
Father Name	: Narayanappa
Languages Known	: English, Telugu, Kannada , Tamil
Nationality	: Indian
Date of Birth	: 06/11/2002

DECLARATION:

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Place: Bangalore

(N.Mounika)