



Girija Konduru

Mail ID: kondurugirija1991@gmail.com **Phone:** +91-8309149164

Address: 3/13-A, H.reddivaripalli, H.Cheropalli Post, Rajampet.

OBJECTIVE

Dedicated and results-driven Operational Head with One and Half years of experience in streamlining processes and enhancing team performance. Seeking to leverage my skills in operational efficiency and leadership to contribute to a dynamic organization. Committed to driving continuous improvement and achieving strategic goals while fostering a collaborative team environment..

WORK EXPERIENCE

Company Name : Geeksmetrics Solutions Pvt Ltd
JobTitle: Operational Head
Period: 21th February 2023 to 10th November 2024

Roles

- As an Operational Head at GeeksMetrics Solutions, I have successfully led a team in optimizing operational processes and enhancing overall efficiency.
- I implemented strategic initiatives that improved productivity by 50% and reduced operational costs through streamlined workflows and effective resource management.
- My role involved analyzing key performance indicators (KPIs) to assess team performance and identify areas for improvement.
- I introduced a new inventory management system that significantly increased accuracy and reduced waste. Additionally, I fostered a collaborative work environment by facilitating regular training sessions and team-building activities.
- I played a critical role in project management, overseeing multiple projects simultaneously while ensuring they met deadlines and stayed within budget.
- My strong communication skills enabled me to liaise effectively with cross-functional teams, driving initiatives that aligned with the company's strategic goals.
- I am committed to continuous improvement and remain focused on achieving operational excellence in a dynamic business environment.

EDUCATION

- **(MCA)–(2015)**

Master of Computer Applications- Annamacharya
College, JNTU Anantapur

- **DEGREE–(2011)**

BSC(Computers)-Sri Vaishnavi Degree College

KEY ATTRIBUTES:

- Aquicklearner.
- Self-motivated.
- Discipline and patience.
- TeamWork.
- Good Listening Skills.

PERSONAL DETAILS:

Father'sName	:Narayana Raju Konduru
Gender	:Female
Marital Status	:Married
Nationality	:Indian
Languages known	:English,Telugu, Hindi.

DECLARATION: I hereby declare that the above-mentioned information is true to the best of my knowledge.

Girija Konduru