

LINDAVI JAYAPRIYA GONDHI

PLATFORM EXPERIENCE ASSOCIATE

CONTACT DETAILS

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📍 Sharjah

SKILLS AND ABILITIES

TECHNICAL SKILLS

- Hands-on experience with different OS (MS-Windows, Fedora, Linux flavors)
- Intermediate skilled in MS-Office set Word, Excel, Power Point
- Product delivery tools
- AWS services
- Linux Commands

NON-TECHNICAL SKILLS

- Typing Skills with Avg.38 WPM
- Communication and Presentation Skills
- Time Management and Organizational Skills
- Content Development Skills

PROFESSIONAL SUMMARY

A self-motivated professional in implementing effective backend reviewing strategies on SNS accounts and platforms. Skilled in content reviewing and managing to keep up with recent trends

CAREER HISTORY

PLATFORM EXPERIENCE ASSOCIATE

Accenture | May 2018 - Dec 2021

- Thoroughly check ad content with quality and accuracy
- Approve or disapprove ad submissions based on policy guidelines
- Analyze data and evaluate trends / patterns
- Maintaining Updates & Documentation and Monitoring workflow
- Following Wiki pages with updates, SOPs & any other documents
- Preparing weekly process reports & communication
- Content management like backing up the noted current trends in order to avoid users' confusion
- Giving best quality of content from client end
- Coordinating training & mentoring sessions

LEAD-GENERATION EXECUTIVE

Immanuel Training Academy | Feb 2017 - Oct 2017

- Identified prospects and generated referrals for business opportunities
- Working on initial contacts with decision makers, collected qualifying information and coordinated with sales staff
- Collaborated with members of others departments to complete sales transactions/details when needed
- Maintained good customer trust and interpersonal relationships
- Preparing weekly process reports & communication
- Coordinating training & mentoring sessions

PERSONALITY TRAITS

- Overview
- Hard working
- Confident
- Quick learner
- Adaptability
- Openness

PERSONAL DETAILS

Date of birth : 24-Aug-93

Nationality : Indian

Martial Status : Single

Language : English, Telugu, Hindi,
Kannada

HOBBIES & INTERESTS

- Reading books
- Drawing
- Interested in creative activities

ACADEMIC HISTORY

Bachelor of Engineering

Branch - **Mechanical**

Rajiv Gandhi University of Knowledge & Technologies
| 2015

Pre-University Course

Group - **M.Bi.P.C**

Rajiv Gandhi University of Knowledge & Technologies
| 2010

High School

Andhra Pradesh Social Welfare Residential School
for girls | 2008

ACHIEVEMENTS

- Stood in TOP-3 in schooling among three different regions of pupil strength with IOK
- Academic project selected as Feasible natured
- Earned the FastTrack promotion Employee of Year 2019
- Received the Star Zone Award 2019
- I was the best performer of the month for several times during the course of my employment