

RAMACHANDRA RAO KOLAVENNU

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PROFESSIONAL SUMMARY

I am a highly motivated computer science student specializing in Data Analytics. Skilled in coding, IT infrastructure management, and data analysis, complemented by progressive experience in leadership roles. I am adept at problem-solving, working within teams and passionate about leveraging data-driven solutions to address real-world challenges.

EDUCATION

Asia Pacific University of Technology and Innovation

July 2024 - Present

BSc (Hons) in Computer Science with a specialist in Data Analytics

- Current CGPA: 3.15 / 4

Asia Pacific University of Technology and Innovation

April 2022 – June 2024

Diploma in Information & Communication Technology with a specialism in Data Informatics

April 2022 – June 2024

- CGPA: 3.73 / 4

EXPERIENCE

Technical Assistant in Asia Pacific University

March 2023 – Present

- Managing and maintaining the IT infrastructure in classrooms, auditoriums and computer labs in campus.
- Resolving customer queries, software troubleshooting and helpdesk operations.
- Providing technical support for events being conducted in campus and assisting event organizers accordingly.
- Mentoring new technical assistant trainees during recruitment.

IT Intern in Asia Pacific University

May 2024 – June 2024

- Addressed customer queries, software troubleshooting and helpdesk operations.
- Planning and execution of the deployment of new workstations in the computer labs.
- Supported server maintenance and troubleshooting.

Data Visualization & Reporting Intern in Asia Pacific University

June 2025 – September 2025

- Data extraction for internal systems and data preparation and visualization for internal teams.
- Preparation and maintenance of dashboards for actionable insights, performance monitoring and overall transparency.
- Validation of data accuracy and consistency across multiple sources to ensure reliable reporting.

LEADERSHIP

Lab Chief, Technical Assistant

January 2026– Present

- Responsible for managing and administering all hierarchical levels within the Technical Assistant Team.
- Responsible for task and resource allocation for all Technical Assistants.
- Liaison between Technology Services staff and Technical Assistants

Secretary, Technical Assistant

February 2025 – January 2026

- Manage day-to-day administrative and clerical operations to support team efficiency.
- Coordinate and implement office procedures to ensure smooth workflow and compliance.
- Facilitate clear and timely communication across internal teams to support effective task execution.

Head of Human Resources Functional Unit, Technical Assistant

May 2024 – February 2025

- Led a team of 4 to plan and execute recruitment drives for technical assistants, encompassing promotional content creation, marketing booth organization, and applicant interviews.
- Ensuring the wellbeing and morale of a team comprising 55 technical assistants, fostering a positive and collaborative work environment.
- Manpower allocation for daily operations and special projects to ensure optimal efficiency.
- Developed and enforced Standard Operating Procedures (SOPs) to streamline workflows and uphold operational standards.

President of Indian Student Association

August 2024 – August 2025

- Interviewing and recruiting the committee to ensure a democratic and fair representation process.
- Handled social media platforms, curating content and working closely to foster an engaging community.
- Organized booths to celebrate and showcase Indian Culture within the university.

LANGUAGES SPOKEN

- English
- Telugu
- Hindi

TECHNICAL SKILLS

- MS Office Suite
- R Studio
- Java
- SAS Studio and SAS Enterprise
- Python
- Power BI

SOFT SKILLS

- Leadership
- Teamwork
- Communication
- Agile Thinking
- Time Management

REFERENCES

Saadiyah Hosseney

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