

CURRICULUM VITAE

Praneeth kumar.K
H.No:2-2129/A/102,
ChandrikaSadan Apartments, near
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colony, Uppal
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Career Objective: With a constant endeavor to learn, I want to put an effort in an environment where the work atmosphere is stimulating and where there is ample opportunity to learn and make myself more competent.

Academic Profile:

- Completed Board of secondary education from Seethaphalmandi high school. Passed out with aggregate of **61.03%** from 1999.
- Completed Board of Intermediate Education from St.Thomas junior college. Passed out with aggregate of **63%** from 1999-2001
- Commerce Graduate V.V college Osmania University. Passed out with an aggregate of **68%** from 2001-2004.
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Technical Qualifications:

- Certified in **C.C.M** (Certificate in computer maintained) Training from SETWIN with 61% of Marks.
- Certified in **Lower typing** Course from Oriental typing institute. Passed with 54 Speeds.
- Proficient in **Ms Office**.



Job Profile at Ratna Sagar Pvt Ltd:

Currently Working for Ratnasagar Pvt Ltd From 01st June 2017 to till date (02years 03three Months)

- Processing orders received from customers of AP/TS
- Informing to each and every Trader after sending Account Statements and Confirmation of Balances in AP & Telangana.
- Meeting the customers on monthly basis for collections
- Maintaining the attendance of Hyderabad branch employees attendance
- Handling office expenses
- Office Maintenance
- Inbound and outbound mails
- Maintaining employees entry and exit formalities
- Resolving employees queries pertaining to stocks
- Arranging monthly meeting / Plans
- Maintaining Marketing editors calendar and Planning their schedule
- Arranging vehicle and Hotel room booking as per Client visits
- Vendor payments and processing of bills

- Office agreements / AMC's of office equipment's



Orient Black Swan Pvt Ltd (06 years)

- Worked with Orient Blackswan Pvt Ltd as a secretary from 22nd September 2011 to 21 December 2015.
- Worked with Orient Blackswan Pvt Ltd as Executive (Customer Relations) from 21st December 2015 to 31st May 2017.

Work Experience: (02 years)



GE CAPITAL

Roles and Responsibilities

- Worked for GE Capital at Uppal Front desk from January 20th 2005 to 01st February 2006.
- 1. Handling guests, VIP
- 2. Resolving employees quires related their ID Cards, Couriers
- Worked for GE capital at Uppal Helpdesk of the Logistics Department from 01st February 2006 to 19th December 2006 as HD associate.
- 1. Vehicle bookings for VP and Managers
- 2. Hotel Bookings
- 3. Handling calls pertaining to their vehicle status by tracking
- 4. Co-ordinating with transport team for vehicle arrangement



ITC LIMITED

Roles and Responsibilities (04 years)

- Worked for ITC Kakatiya Sheraton and towers as secretary to Chief Engineer form 20th December 2006 to 17th September 2010.
- 1. Vendor payments
- 2. Monthly reports of Engineering department
- 3. Machines AMC
- 4. Releasing orders and work followup with vendors

Personal Profile:

Name : Praneeth kumar Koppula

Sex : Male

Status : Married

Fathers Name : Upender rao .K

Date of Birth : 20th June 1984

Languages Known : English, Hindi & Telugu.

Hobbies : Listing music & singing.

Date:

Praneeth kumar.K

Place: Hyderabad

Classification: Genpact Confidential