

## CURRICULUM VITAE

**Praneeth kumar.K**  
**H.No:2-2129/A/102,**  
**ChandrikaSadan Apartments, near**  
**Balaji Narsing Home, Vijayapuri**  
**colony, Uppal**  
**(M)-9959962267**

**Email:koppula.praneethkumar@gmail.com**

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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 01<sup>st</sup> June 2017 to till date ( 02yrs 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 Clint 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 22<sup>nd</sup> September 2011 to 21 December 2015.
- Worked with Orient Blackswan Pvt Ltd as Executive (Customer Relations) from 21<sup>st</sup> December 2015 to 31<sup>st</sup> May 2017.

#### **Work Experience: ( 02 years)**



GE Capital

GE CAPITAL

#### **Roles and Responsibilities**

- Worked for GE Capital at Uppal Front desk from January 20<sup>th</sup> 2005 to 01<sup>st</sup> February 2006.
  1. Handling gusts, VIP
  2. Resolving employees quiress related their ID Cards, Couriers
- Worked for GE capital at Uppal Helpdesk of the Logistics Department from 01<sup>st</sup> February 2006 to 19<sup>th</sup> 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 20<sup>th</sup> December 2006 to 17<sup>th</sup> 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 : 20<sup>th</sup> June 1984

Languages Known : English, Hindi & Telugu.

Hobbies : Listing music & singing.

**Date:**

**Praneeth kumar.K**

**Place:** Hyderabad

**Classification: Genpact Confidential**