

## **RESUME**

**Name: Punnam Priyanka**

**Contact No: 9701598536**

**Email Id: [punnampriya5@gmail.com](mailto:punnampriya5@gmail.com)**

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### **OBJECTIVE & SUMMARY:**

Seeking opportunities in a reputed organization to leverage my skills, enhance creativity, and contribute significantly to the company's development. Work Experience in Voice and Non – Voice process in previous Organizations.

### **WORK EXPERIENCE:**

#### **NEXT EDUCATION INDIA PRIVATE LIMITED:**

- Worked as a Business Operation Executive at Next Education India Private Limited Company from February 2023 to October 2023.
- Oversaw purchase order processing from New Status to Go-ahead Status on CRM portal, ensuring smooth operations.
- Verified customer details through KYC process, including PAN and GSTIN details.
- Checked school details and purchase order copies uploaded by sales persons.
- Generated agreements and moved them to Agreement Ready Status.
- Resolved queries on the CRM page using the request tracker.
- Added deal values for various products, including Teach Next Only, Teach Next Server, Teach Next Content, Teach Next Projector and Interactive Flat Panel, among others.
- Managed payments schedules, updated billing components and fixed prices in Po pages.
- Downloaded agreements and invoices from the Po pages.

#### **LARSEN & TOUBRO LIMITED:**

- Worked as an Indirect tax Assistant (out sourced) at Larsen & Toubro Limited in Hyderabad regional office from April 2022 to January 2023.
- Authorized Scrap invoice and D5 services for three states of TS, AP and Chhattisgarh (Converting the Draft invoice into tax invoice).
- Generated waybills for three states of TS, AP and Chhattisgarh.
- Verified KYC details, PAN and GSTIN.
- Downloaded the Invoices, which are authorized.
- Scanned the Invoices in correct order for future secure.
- Filed the Invoices and Way Bills.
- Checked transporter's details.

### **POSTAL DEPARTMENT (HEAD OFFICE):**

- Worked as a Postal Assistant (outsourced) at Khairtabad Head post office from May 2019 to March 2022.
- I worked for which are related into postal department roles.
- Handled article bookings at the multipurpose counter section.
- Issued and collected articles to / from postmen in the delivery section.
- Managed article dispatch in the Dispatch section.

### **AINU HOSPITAL (Asian Institute of Nephrology and Urology Private Limited):**

- Worked as a Front Office Receptionist at AINU Hospital from July 2018 to December 2018.
- Managed patient registration work and handled the cash counter activities.

### **TELE ONE COMPANY:**

- Worked as a Tele caller at Tele One Company from July 2017 to February 2018.
- Engaged in product explanation to the customers, highlighting usage, pricing and calling process.

### **ACADEMIC QUALIFICATIONS:**

- Master's in Business Administration with the stream Finance as Major and Human Resource as minor from Aristotle PG College (2015-2017) at Moinabad and aggregate percentage is 65%
- Graduation: B.com(Computers) From Keshav Memorial Institute of Commerce and Science (2012 – 2015) at Narayan Guda and aggregate percentage is 65%
- Intermediate: (CEC) from Govt Mahabubia Junior College for Girls (2010-2012) at Gun foundry and aggregate percentage is 65%
- Board of Secondary Education from St. Joseph's Girls High School at Gun foundry and aggregate percentage is 75% passed out year is 2010.

### **TECHNICAL SKILLS:**

- Working knowledge of MS- office package.
- English Type Writing.

### **PERSONAL QUALITIES:**

- Hard working Nature
- Willingness to Learn

**PERSONAL PROFILE:**

Name : PUNNAM PRIYANKA  
Father's Name : P. RAVI  
Gender : Female  
Date of Birth : 25-12-1994  
Nationality : Indian  
Marital Status : Single  
Languages Known : Telugu, English and Hindi.

**DECLARATION:**

I hereby declare that all the above-mentioned information is correct to the best of My knowledge.

Place: Hyderabad

Date:

**(PUNNAM PRIYANKA)**