**CURRICULAM VITAE**

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# Career Objective:

To work in a dynamic and enterprising environment and to avail an opportunity with an innovative organization which improves my professional as well as my personal growth.

**Strengths:**

Zeal to learn continuously with team working ability and excellent communicational and interpersonal skills.

**Professional Experience:**

**1**.

Organization : M/s.Consortium of Engg. & Mgt.consultants

Profile : Sr. Admin executive

Company profile : Project Mgt.consultancy services for M.E.P./E.P.C.

Tenure : From October ’14 february 2020

**2.**

Organization : M/s. Care Benz Organics, Hyderabad

Profile : Office administrator

Company Profile : Pharmaceuticals (Drug Manufacturing & Distributors)

Tenure : From April ’10 to September ‘14

**3.**

Organization : **M/s. Sundaram Motors (TVS Group)** Secunderabad

Profile : Admin. Executive

Company Profile : Dealers (Automobile Distributors)

Tenure : From September ’89 to December ‘01

##### From January 2002 March 2010 worked for own IT recruitment consultancy

**The Overall Job Responsibilities**

* All administrational works like vendor management, Bills processing, payments and negotiation with vendors and all outside parties to smooth function of organization.
* Monitor use of office vehicles and performance of drivers.
* Make travel and hotel arrangements for staff and visitors.
* Liaoning with government and regulatory bodies writing letter independently, handling files, mails, etc.
* Monitoring and processing bills and payments, maintaining petty cash.
* Arranging and handling conferences, office events/functions/parties and meetings internal and in hotels
* Maintain lighting, ACs, water, and generator/ UPSs, CUG connections, security management, AMC for all office automation products, monitoring housekeeping, and supervision of pantry, courier, dispatch and stationery and purchase of housekeeping and pantry items.
* Organizing weekly internal meeting assisting the managers for both their official and personal needs like handling appointments, travel, hotel arrangements
* Responding to daily mails & queries related with office administration.

**Achievements:**

*Played an important role in opening new franchisee Sundaram Ford at Visakhapatnam, right from constructing the showroom, interiors, furniture, telephone and other office automation, advertising, canvassing, inviting the concerned business people and customers, finally launching the vehicle in the showroom and arranging cocktail party in Grand bay(5star) hotel.*

**Educational Qualifications:**

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| **Course** | **Board/University** | **Year of passing** |
| SSC | Board of secondary education | 1982 |
| Intermediate | Board of Intermediate education | 1985 |
| B.com | A.V.College,Hyderabad, Osmania university | 1988 |

**Technical Qualifications:**

Operating System : Windows 95, 98 and 2000xp  
Packages : MS Office   
Others : Good in internet browsing, office automation packages etc.

**Personal details:**

Name of father : Late Sri S.V.Appa Rao

Date of birth : 15/05/67

Languages : English, Hindi, Telugu & Tamil

**Place: Hyderabad**

**Date: Prasad S.S.S.S**