**Pappusetty Rajesh**

**Contact**: 7286832991  
**Mail ID**: [pappusettyrajesh99@gmail.com](mailto:pappusettyrajesh99@gmail.com)

**Objective**

Looking for a position as an office assistant in an established organization where I could perform my skills and ability for the mutual future growth and profit.

**Skills**

* Good coordinator.
* Sound knowledge of internet
* Good command over handling the documents.
* Can manage multiple tasks.

**Work Experience**

**1. Company Name:** ORANGE HEALTH.  
 **Duration:** Since October 2022 to Feb 2023 (Present in Notice Period)

**Job Profile**

Worked as the PARTNER SUPPORT EXECUTIVE in coordinating with the office staff from Hyderabad and other state staff of Orange Health

2..**Company Name:** TURBO ENGINEERING SERVICES.  
 **Duration:** Since April 2019 to May2022 (Present in Notice Period)

**Job Profile**

* Checking the log book as attending the duty.
* Coordinating with the various departmental head for their requirements.
* To arrange the instruments and tools for sites requested by the ongoing sites incharge staff/
* Arranging Board Room if there any Meeting.
* Maintaing Log books of the Site Materials either inward or outward.

**3. Company Name:** PUZZOLONA MACHINARY AND FABRICATIONS.  
 **Duration:** Since Jan 2017 to Feb2019

**Job Profile**

* Checking the front office reception area along with MD’s cabin and chairman’s cabin whether it is cleaned properly and checking the premises all over the flours.
* Coordinating with the HR Dept and making a note of arrangements for the day and note ing now if anything.
* Responsible for managing the office staff attendance and courier’s inward & outward register.
* Responsible to check the availability of the stationary items every month and if necessary to place the order.
* Checking the receivables items with the bills.
* To check the working of the technical assets of the company.
* Coordinating with the HR Dept in getting repairs of the equipment in case of not working.
* Coordinates with the departmental heads for their requirements.
* Fix up the meetings for seniors.
* To arrange the pickup and provide accommodations for guest who visits company.

4. **Company Name**: RANJITH (Hotel in Chennai) 3 star

**Duration:** Worked for 1Year

**Job Profile**

* Worked as a House keeping Supervisor in helping the Manager in hotel works for

6 months.

* Worked in Reception for continuous night shifts as GRE (Guest Relations Executive)

in taking care of all guest related works from the reception to the restaurant over on phone and also whoever comes to our hotel.

* Responsible to the food items Takeaway orders on phone or manually.
* Maintain a log book of all the restaurants keys in and out time and concern person’s signature with time.
* Preparing the Duty chats and handover to time office section.
* Preparing the complaints chart if any and hand over to the maintenance department the next day before leaving the shift.

**Educational Background**

* High school passed from St ’Ann’s high School in year 1998 with 60 %.

**Hobbies**

* Listing music
* Visiting new places.
* Gardening.\

**Personal Details**

**Date of birth:** 28-01-1978  
**Languages known:** English, Hindi, Telugu & Tamil

**Address:** **P.RAJESH**

**S/O P.GANGAIAH**

**B.H.E.L RAMACHANDRA PURAM**

**LIG- 631, HYDERABAD:-502032**