

# PRIYA SHRUTHI KORRA

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Desire to work in an atmosphere where I plan to work systematically, coordinate to achieve the best outcomes for the assigned task and provide my utmost service.

## HIGHLIGHTS OF QUALIFICATION

- Great attention to detail and effective Team player.
- Well organized; Responsive in a timely fashion; Able to prioritize effectively.
- An energetic and self-motivated individual, passionate about serving and growing with the Organization.
- Experience in providing excellent and efficient customer service even in a fast-paced environment.
- Excellent written and verbal communication skills.
- Enthusiastic about learning and experiencing new things.
- Strong interpersonal and communication skills.
- Good time management skills to complete any task within the given time period.

## WORK EXPERIENCE

### FARM BOY – Customer Service Representative (October 2022- Present)

- Greeting, and helping customers to find items in store.
- Worked in Bakery, Cheese, and Deli Departments
- Taking care of production needed in bakery, and cheese department to keep the floor according to company standards.
- Communicating with customers at Deli section and serving with at most care.
- Following the health, safety and sanitation guidelines throughout the shifts.

### Software Grid India Pvt Ltd – USA IT RECRUITER (Sep21 to Jun22)

- Have In-depth knowledge of hiring practices and existing laws with respect to the US market. Experience in recruiting US PR/Citizens and Green Card holders.
- Knowledgeable about different US work Visas like H1B, E3, and TN.
- Familiarity with different US Tax terms is required (1099/W2/Corp-Corp).
- The ability to think analytically to consider all applicants and recommend the right fit for the organization.
- To understand the Technical requirements of clients and deliver qualified resources.

- Sourcing and screening potential IT candidates from effective usage of Internal Systems /Database, Job Portals, Postings, and Networking within the desired time frame.
- Talking to the selected candidates, helping them throughout the process of hiring, updating them, scheduling interviews with companies where the candidate skills are efficiently used.

#### RENU DENTAL CLINIC – RECEPTIONIST (DECEMBER 2020 – AUGUST 2021)

- Answering office phone lines to answer patient questions
- Using software to manage the dentist's schedule
- Adding, changing and canceling patient appointments
- Handling paperwork needed to accept new clients
- Sending and receiving tests, charts and equipment
- Process payments and submit claims to insurance companies
- Organizing office space to make it a pleasant experience for patients

#### EDUCATION

Pursuing advanced diploma in Software Engineering at Centennial College

Pursued Diploma in Interior Designing at Hamstech College of Creative Learning, Hyderabad, India (2019-2021)

- The course also included 4 month internship with selected recruiter, where I got to work under an Interior Designer and their team.