

KOPPULA PRATYUSHA

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PROFESSIONAL SUMMARY

- Hardworking and reliable Administrative assistant focused on going above and beyond to support team and serve customers. Trained in administration and offering top-notch abilities. Motivated to continue to learn and grow as Administrative professional.
- Skilled team player and focused on completing work quickly to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success.

SKILLS

- Team work and delegation when needed.
- Strong written and verbal Communication.
- Problem solving.
- Call handling.
- Calendar management and scheduling tools.
- Multitasking and hardworking.
- MS office(word, excel, power point ,outlook).
- Tally(Maintaining financial records).
- Time management.

EXPERIENCE

US IT RECRUITER (REMOTE ROLE)

Bongosys.inc

Visakhapatnam, Andhra Pradesh India

August 2019 - Current

- Manage the entire life cycle of the recruitment process for clients in the US.
- Work closely with the recruiting leads and hiring managers.
- Work on strategic global hiring programs.
- Develop an action plan for recruiting the best fit for the organization..
- Procure people for different IT Requirements.
- Personally conduct interviews, document the same, and report as the need arises.
- In addition to executing individual responsibility should be able to work in unison with the other departments with the company's growth perspective in mind.
- Keeping abreast of the industry trends

SCHOOL ADMINISTRATOR AND TEACHING ASSISTANT

Vignan vidyalam global gen schools

Visakhapatnam, Andhra Pradesh India

June 2014 - May 2018

- Managed school operations to foster warm and welcoming environment for staff.
- Helping Teachers with lesson preparation, including collecting materials and setting equipment.

- Maintained files with current student grades, class information and individual assessment.
- Giving extra help to students who need special accommodation or are struggling with a concept.
- Monitored students' progress to assist students with resolving problems.
- Collaborated with teachers to develop the optimal teaching environment and help every student reach their full potential.
- Identified educational resource needs to implement new or modified programs, courses and lesson plans.
- Counseled students on academic, behavioral and personal issues affecting the school environment.
- Communicated with parents, regulatory bodies and public.

OFFICE ADMINISTRATIVE ASSISTANT

Sysinnova info tech

Bangalore, Karnataka India

June 2012 - August 2013

- Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy.
- Manage agendas, travel plans and appointments for upper management.
- Manage emails, letters, packages, phone calls and other forms of correspondence.
- Support bookkeeping and minimal help in budgeting procedures for the company.
- Create and update database and records for personnel information and other data.
- Track and replace office supplies as necessary to avoid interruption in standard front office procedures.
- Submit reports and prepare proposals and presentations as needed.
- Assist colleagues whenever there is an opportunity to do so.

EDUCATION

MBA: HUMAN RESOURCE MANAGEMENT

Andhra University

Visakhapatnam, Andhra Pradesh India

- Pursuing MBA (HRM) from Andhra University, Visakhapatnam, India.

BACHELOR OF SCIENCE: BACHELOR OF COMPUTER SCIENCE

Andhra University

Visakhapatnam, Andhra Pradesh India

- B.Sc computer science, Andhra University, Visakhapatnam, India.