PRANAY PUTTA



# Personal Information

**Date of birth:** January 27, 1998

**Nationality:** Indian

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# Profile Summary

* To achieve success in all aspects with the support of disciplined and hard working principle.
* To work enthusiastically at any situation and to help others.
* To impart knowledge of the subject in theory, practical and research aspects.
* To indulge high quality of discipline and sincerity in the students to make them successful in their academic career.

11/2019 – 12/2020

Hyderabad, India

01/2021 – 02/2023

Hyderabad, India

05/2023 – 05/2024

Hyderabad, India

# Work Experience

## Technical support Engineer

### Next. Education Pvt Ltd

Provided comprehensive technical support to clients, troubleshooting and resolving software and hardware issues promptly and effectively.

Collaborated closely with cross-functional teams to analyze and diagnose complex technical problems, ensuring seamless operations for end-users.

Implemented and managed efficient ticketing systems to track and prioritize customer requests, ensuring timely resolution and high customer satisfaction.

Proactively identified opportunities to improve system performance and reliability, implementing necessary upgrades and modifications to enhance overall user experience.

## Administrative Assistant

### Amazon

**Communication**: Answer calls/ emails,draft documents.

**Organization**:Manage supplies,Schedule appointments,Organize files.

**Customer Service**:Greet Visitors,address inquiries,maintain professional environment

**Support**: Assist with clerical tasks,support staff,coordinate travel.

**Scheduling**: Schedule meeting,coordinate logistics and arrange travel accommodations

## US IT Recruiter

**Srimatech.LLC**

An experienced US IT Recruiter with 1+ years of expertise in sourcing, screening, and hiring top IT talent for various roles. Proficient in using advanced recruitment tools and techniques to attract passive candidates. Strong background in managing full-cycle recruitment processes, including job posting, resume evaluation, interview coordination, and offer negotiation.

Excellent interpersonal and communication skills with a focus on building long-term relationships with candidates and hiring managers.

Successfully filled multiple IT positions including software developers, system administrators, network engineers, and project managers.Developed and maintained a strong pipeline of qualified candidates through proactive sourcing and networking.Partnered with hiring managers to understand specific needs and tailor recruitment strategies accordingly.

# Skills

* **Technical troubleshooting and diagnostics**
* **Customer service and support**
* **Network and systems administration**
* **Knowledge of operating systems (Windows, Linux, mac-OS)**
* **Talent acquisition and management**
* **Full-cycle recruitment**
* **Candidate sourcing and screening**
* **Performance management**
* **Strategic planning and execution**
* **Conflict resolution and problem- solving**

# Education

07/2015 – 09/2019

**Karimnagar, Telangana,** India

04/2013 – 03/2015

Karimnagar, India

Languages known

Declaration :

**Electronics & Communication Engineering | B.Tech**

### Vaageswari Group of Institutions

Completed a rigorous curriculum in Electronics & Communication Engineering,earning a Bachelor of Technology degree with distinction.

Developed a comprehensive understanding of analog and digital circuit design, signal processing, and communication systems through coursework and hands-on laboratory experiments.

Collaborated with a team of fellow students to design and implement a wireless communication system, which received recognition at a regional engineering competition.

Conducted independent research on the optimization of antenna performance,resulting in the publication of a research paper in a peer-reviewed journal.

## Intermediate | MPC

### Trinity Junior College

Completed coursework in advanced mathematics, statistics, and computer science,achieving consistently high grades and earning a place on the Dean's List every semester.

Participated in a research project on environmental sustainability, conducting extensive data analysis and presenting findings at a regional conference.

Served as a teaching assistant for a challenging statistics course, providing one-on-one support to struggling students and leading review sessions to enhance

comprehension of complex concepts.

Actively engaged in extracurricular activities, including membership in the student government association and organizing charity events, demonstrating strong leadership and organizational skills.

**:** English, Hindi,Telugu.

I solemnly declare that all the above information is correct to the best of my knowledge and belief.