

PRANAY PUTTA



Personal Information

Date of birth: January 27, 1998

Nationality: Indian

Address: 5-3, Jagtial 505327, India

Phone number: +971508078925, 0509236751

Email address: puttapranay21@gmail.com

Web: [https://www.linkedin.com/in/putta-pranay-94b40a203?](https://www.linkedin.com/in/putta-pranay-94b40a203?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

[utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app](https://www.linkedin.com/in/putta-pranay-94b40a203?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

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.

Work Experience

11/2019 – 12/2020
Hyderabad, India

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.

01/2021 – 02/2023
Hyderabad, India

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

05/2023 – 05/2024
Hyderabad, India

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.
- 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

Electronics & Communication Engineering | B.Tech
Vaageswari Group of Institutions
GPA- 60%

- 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.

04/2013 – 03/2015
Karimnagar, India

Intermediate | MPC
Trinity Junior College
GPA-75%

- 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.

05/2012-05/2013
Karimnagar, India

SSC
IIT Chukka Ramaiah Space School
GPA- 75%

Languages known :
: English
Hindi
Telugu

Declaration :

I confirm that the above information is true and commit to upholding professionalism and integrity.