

SUSHMA RANI A

Objective

Looking for a challenging job to utilize the skills and abilities in a positive, professional development environment to learn and grow.

Experience Summary

- 4 years of experience in HR and Admin Support Operations
- 3 years of experience as Freelance Consultant in Data Entry, Compilation, Analysis, Verification, Validation and Web based MIS

Educational Qualifications

- **Masters in Human Resource Management (MHRM)** from Distance Education, Andhra University, Visakhapatnam, AP.
- **Bachelor of Science (BSC) in Mathematics, Statistics and Computer Science** from AV Degree College, Hyderabad, AP.

Computer Knowledge

- MS-Office (Word, Excel, Power Point and Outlook)
- C++ and JAVA

Work Experience

- Period : **2012-2015**
- Position: Freelance Consultant
- Job Profile:
 - Assist in collation and compilation of data and information from the concerned central and state governments/departments
 - Document to the implementation process and analytical learnings from the implementation to feedback into the effective scale up
 - Provision of inputs to the state office administrative business processes mapping and implementation of the internal standard operating procedures (SOPs) in procurement and logistics in consultation with supervisor.
 - Preparation of administrative team results-oriented workplans

Work Experience (cont..)

- Period : **2018 till date**
- Position: Admin Assistant
- Organization: **SaciWATERS**, Hyderabad schedule
- Job Profile:
 - Answer and direct phone calls
 - Organize and schedule appointments
 - Plan meetings and take detailed minutes
 - Write and distribute email, correspondence memos, letters, faxes and forms
 - Assist in the preparation of regularly scheduled reports
 - Develop and maintain a filing system
 - Update and maintain office policies and procedures
 - Order office supplies and research new deals and suppliers
 - Maintain contact lists
 - Book travel and stay arrangements
 - Submit and reconcile expense reports
 - Handling routine and advanced **duties** for other professionals.
 - Managing and Distributing information within an office.
 - Prepare invoices and offer general staff support.
 - Prepare reports and documents
 - Organizing trainings and workshops
 - Managing database, Preparation of paper work.
 - Responsible for front office management, administrative activities, logistic support for office, meetings etc.

Work Experience (cont..)

- Period : **2005-2006**
- Position: HR and Admin Assistant
- Organization: TATA AIG LIFE INSURANCE, Ameerpet, Hyderabad, Telangana
- Job Profile:
 - Laisoning with key stake holders
 - Organizing trainings and workshops
 - Managing database of customers
 - Preparation of paper work, presentations
 - Clerical work including drafting letters and mailing to customers, clients and stake holders
 - Responsible for front office management, administrative activities, logistic support for office, meetings etc.

Work Experience (cont..)

- Period : **2003-2005**
- Position: Executive Secretary
- Organization: Standard Chart Bank, Necklace Road, Hyderabad, Telangana
- Job Profile:
 - Front office management
 - Attending calls, preparing data base and submitting to TL
 - Calls to clients and consolidating statements and submitting to TL
 - Maintenance of Web based MIS.

Personal Details

Husband	Srinivasa Rao Tappita
Date of Birth	6 th May 1983
Languages known	English, Telugu and Hindi
Permanent Address	#103, Sai Charan Residency, Venkateswara Nagar Ext-II, Old Safiliguda, Malkajgiri Post, Hyderabad, Andhra Pradesh, India.

I certify that the statements made by me in this resume are true, complete and correct to the best of my knowledge and belief.

Date: 05.08.2020

Place: Hyderabad

Sushma Rani. A