

RESUME



Pranathi Kolan

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Personal Statement:

Seeking a challenging career with a progressive organization which will utilize my skills, abilities and education. I like to consider myself as a risk taker. I Believe that we should take risk to be innovative which is the driving force of Human Kind. I am a committed person and like to work in a place where people are encouraged to be creative and where feel responsible for their actions. My philosophy is "We should share our knowledge and help each other to rise the living standard of everyone around".

Professional Work Experience:

Worked as Senior Process Associate in HR shared services with ADP (Automatic Data Processing) from 18-November-2018 to 22-October-2021(3 years).

Responsibilities at Work

- Global View MS is a team which works in processing of master data, payroll activities for major clients and a part of HR shared services.
- Maintained Employee master data using transaction codes PA 30 and PA 40.
- Joined as a fresher in the organization and been a part of the same team from then.
- Started processing the activities in the short span of 2 weeks.
- Update Employee data in the system such as info types.
- Processing Record of Employment for major clients and maintain employee records and part of Shared Services team.
- Resolving client issues in CRM and SAP system and work with client, internal partners to classify, prioritize and follow-up.
- Ensure quality control in the process includes second level verification of data if required.
- Prioritizes, allocates and actions daily tasks to be accomplished to meet SLA timelines.
- Responsible for team timely and accurate processing of ROE activities.

Key skills:

- Software: MS Word, MS Excel, MS Power Point.
- Tally.
- SAP HCM & CRM application.

Education:

- B.COM from Annie Besant Women's College - Passed Out with 75% in 2018
- Intermediate from Kendriya Vidyalaya No. 1 Uppal – Passed Out with 77% in 2015
- CBSE from Kendriya Vidyalaya No. 1 Uppal – Passed Out with 70% in 2013

Extra- Curricular Activities

- Certificate of National Cyber Olympiad.
- Certificate of Taekwondo.
- Certificate of Adventure Camp.

Achievements

- Received Service Excellence Award.
- Received Client satisfaction Award.
- Won Best Associate of Months.

Personal skills

- Determination and Commitment towards work.
- Leadership and Team Working capability.
- Quick Learner.

Personal Profile

- Name: Kolan Pranathi.
- Father's Name: Kolan Raji Reddy (Late).
- Mother's Name: Kolan Vanaja.
- Date of Birth: 30/06/1997.
- Nationality: Indian.
- Address: Plot no. 31, Road no. 1, Street no. 7, Vijaypuri colony, Kothapet, Hyderabad.
- Language Known: English, Hindi, Telugu.
- Hobbies: Playing Badminton, Cycling & Listening music.