



PRANOY PRASANNAKUMAR NAIR

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DOB: 06/12/1991

PROFESSIONAL SUMMARY

Highly motivated and detail-oriented professional with strong passion in administration and IT works. Proven track record in supporting team communications and organization, with a commitment to professional growth. Seeking to obtain a rewarding and responsible position where my abilities are a valuable asset.

EMPLOYMENT HISTORY

Worked in a Reputed College till 31st May 2025.

Admin Executive

- Knowledge on ERP and maintain data on excel sheet.
- Preparing reports and send the records on TAT.
- Performing the student details on TCS ion and attend the calls.
- Handling the fees and receipt data from accounts session.
- Preparing the progress and achievement of academics in privilege basis

Simplilearn.com

(March 2021 – Dec2024)

Data Entry Clerk

- Collecting data and inputting information into database.
- Reviewing records for accuracy.
- Updating databases with new or revised information as necessary.
- Performing comparative analysis or different data source for administrative purposes.
- Sorting and organizing the records for the data entry.

GeBBS Healthcare Solutions

(February 2019- February 2021)

Admin Executives

- Handling claims and generate medical bills.
- Managing the entire invoice process from creation to distribution.
- Building and maintain strong customer relationship.
- Accurate apply customer to the appropriate accounts.
- Generating and sending invoice to customers.
- Answer telephones and give information to callers, take messages, or transfer calls to

appropriate individuals.

- Maintaining Time Keeping Information of Staff and Processing it for Leave Records.
- Collect and deposit fees/ invoices. Keep records of collections and disbursements.
- Arrange for repairs of equipment such as Printer, AC, phone, Biometric, Lights etc.
- Operate emails and coordinate the flow of information internally.
- Handling Stationary, Inward and Outward, Courier, Bill Payment
- File Management
- Data Management

WOW SOLUTIONS AND SYSTEMS PVT LTD.

(June 2017- December 2018)

Service Desk Engineer

- Administrating the coordinate team and resolving the issue.
- Identifying and diagnose issues and problems.
- Categories and record queries and provide solutions.
- Monitor issues from start to resolution.
- Support problem identifications.

IMPACT INFOTECH PVT LTD

(May 2016- May 2017)

Technical Support Engineer

- Troubleshooting the technical issues and locating the calls
- Taking ownership of customer issues reported
- Researching and identifying solutions teams.
- Providing IT support to customers
- Calling customer by CRM operations

EDUCATION

Master of Computer Science

- Mumbai University, Mumbai, Maharashtra
- 2014-17

Bachelor of Computer Science

- Mumbai University, Mumbai, Maharashtra
- 2010 - 2013

SKILLS

- Excel
- Time management
- Multi-tasking
- Communication skills.

- Management skills
- Enterprise Resource Planning
- Knowledge on TCS-ion

LANGUAGE KNOWN

- English
- Hindi
- Marathi
- Malayalam

DECLARATION

I hereby declare that all the details mentioned in this resume are true and accurate to the best of my knowledge.

Pranoy Prasannakumar.

