C. PRADEEP KUMAR
H. No. C-39, B-Blocks, Malakpet, Hyderabad – 500036
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Date of Birth: 24/08/1985 (39 yrs)

PROFESSIONAL SUMMARY

Resourceful and result-oriented Administrative Professional with 15+ years of progressive experience across corporate, legal, academic, and non-profit sectors. Proven track record in executive administration, legal coordination, investment tracking, event planning, procurement, HR operations, and vendor management. Strong leadership, interpersonal, and organizational skills with the ability to manage complex workflows and sensitive responsibilities independently.

EDUCATIONAL QUALIFICATIONS

- **MBA (Marketing & Finance)**
  Aurora's Management & Research Institute, Osmania University – 2012
- **B.Sc. (Life Sciences)**
  New Noble Degree College, Osmania University – 2006
- **Intermediate (Bi.P.C)**
  New Govt. Junior College, Board of Intermediate – 2002
- **S.S.C**
  The Indo English High School, S.S.C Board – 2000

PROJECTS

1. Consumer Behaviour towards Airtel Services

- Analysed key influencing factors: attitude, subjective norms, intentions, perceived behaviour.
- Used Structural Equation Modelling (SEM) with AMOS software on data from 300 customers.

2. Commodities Market – Karvy Comtrade Ltd.

- Studied investment behaviour and trends within commodities markets.

WORK EXPERIENCE

Vice President - Administration

ASN Natural Resources Pvt. Ltd. | *Oct 2020 – Nov 2024*
Led high-level executive operations supporting the Chairman, including legal coordination, trading, medical liaison, administration, investment, and event management across multiple domains.

Key Responsibilities:

Legal Affairs:

- Collaborated with 4 senior legal teams to strategize and manage legal matters across High Court, Family Court, and District Court.
- Attended court hearings and briefed the Chairman on case progress.
- Managed legal documentation, payments, scheduling, and case preparations, including custom questionnaires.

Share Market Operations:

- Coordinated with securities firms to execute trading strategies.
- Delivered a 40% return in the latest financial year through direct management of the Chairman's trading account.
- Maintained market research, daily holdings sheets, and coordinated with tax teams for compliance and reporting.

Executive Administration:

- Directed all office operations: task delegation, travel management (domestic & international), vendor negotiations, and compliance handling.
- Coordinated civil works, recruitment, real estate transactions, and IT/software infrastructure setup.
- Maintained personal and corporate records, subscriptions, and the Chairman's website in collaboration with software teams.
- Acted as liaison for government departments and financial institutions alongside internal teams.

Rotary Club & Public Engagement:

- Handled all Rotary Club activities on behalf of the Chairman, including communication, renewals, data management, and event schedules.

Event Management:

- Organized personal and professional events from planning through execution; managed vendor contracts and event logistics.

External Relations & Travel:

- Represented the Chairman at business meetings and project assessments across states including Mumbai and Andhra Pradesh.
- Evaluated partnerships and investment opportunities through strategic discussions with business counterparts.

Investment Oversight:

- Managed detailed investment portfolios for the Chairman and company, including working capital tracking.

- Explored new investment avenues and prepared reports for executive decision-making.

Senior Administrative Manager

Vivek Reddy Law Chambers | *Aug 2018 – Jun 2020*
Directed branch-level administration and operations, ensuring seamless office functioning, financial coordination, and staff support.

Key Responsibilities:

- Oversaw all administrative functions to ensure smooth day-to-day operations of the branch.
- Handled travel arrangements for the Managing Director and staff across locations.
- Managed front office operation team and coordinated & handled client visits.
- Supervised vendor engagement and ensured timely service and contract fulfilment.
- Controlled end-to-end billing processes: invoice generation, payment tracking, and client follow-ups.
- Managed accounting tasks including payroll processing and banking operations.
- Oversaw employee relations and addressed staff requirements and workplace needs.
- Delegated tasks to subordinates and monitored daily progress reports for quality assurance.
- Managed branch infrastructure, maintenance activities, and civil works as required.

Administrative Officer

St. Martin's Engineering College | *Apr 2018 – Jul 2018*
Led administrative operations, procurement, student affairs, and government liaison activities to support academic and operational excellence.

Key Responsibilities:

- Oversaw procurement and distribution of all materials required for college operations.
- Liaised with AICTE and JNTUH for affiliations, regulatory submissions, and compliance.
- Coordinated seminars, academic programs, sports events, guest lectures, and annual functions.
- Supervised transportation logistics and resolved student-related issues promptly.
- Reported to Director, Principal, and Chairman on operational performance and needs.
- Supported the student admissions process and managed related documentation.
- Delegated responsibilities to subordinate staff and monitored task completion.
- Handled vendor relations for supply procurement and payment processing.
- Scheduled and facilitated management meetings as per leadership requirements.

- Maintained discipline across all academic sessions and coordinated with faculty.
- Assisted in placement activities in collaboration with the placement officer.
- Supervised campus security and ensured accurate record-keeping by security personnel.
- Oversaw college canteen operations, ensuring quality and compliance.
- Managed campus infrastructure maintenance and civil work coordination.
- Led HR functions, including payroll, employee support, and banking coordination.

Administrative Officer

Avanthi Institute of Engineering and Technology | *Apr 2017 – Dec 2017*
Oversaw multi-campus operations, finance, HR, and compliance for 4 engineering college branches under Avanthi Group.

Key Responsibilities:

- Managed end-to-end administration for 4 college branches, ensuring operational efficiency.
- Supervised overall financial activities, including daily cash books and income verification.
- Handled procurement and logistics for all branches, ensuring timely material distribution.
- Liaised with government agencies like AICTE and JNTUH for affiliation and compliance requirements.
- Coordinated major campus events: seminars, sports meet, guest lectures, and annual programs.
- Supervised transport operations and resolved student-related issues across all branches.
- Oversaw hostel administration to ensure smooth operation and student welfare.
- Reported directly to the Director and Chairman on branch performance and challenges.
- Led HR functions including recruitment, payroll, ESIC, PF, and employee records.
- Actively contributed to student admissions and enrolment campaigns.
- Delegated tasks to subordinate staff and monitored work completion and reporting.
- Handled campus maintenance and civil work requirements as they arose.
- Managed vendor relations for procurement, payments, and stock replenishment.
- Organized and facilitated management review and planning meetings.

Administrative Officer

Sreenidhi Olympiad Educational Society | *Oct 2012 – Feb 2017*

Key Responsibilities:

- Oversaw day-to-day administration and logistics across 10 school branches.
- Procured and distributed materials to all branches; ensured smooth supply chain.
- Supervised branch-level accounts, including daily cash flow and expenditure audits.
- Reported directly to the President on operational and strategic matters.
- Conducted financial analysis for all branches and presented insights to management.
- Designed and executed marketing strategies during admissions cycles.
- Managed vendor relationships: procurement, payments, and service compliance.
- Liaised with government authorities on school-related regulations and approvals.
- Conducted regular school visits to resolve operational and administrative issues.
- Led HR activities including payroll, ESIC/PF compliance, and employee management.
- Coordinated and facilitated executive and management meetings.
- Maintained capital and working capital accounts for all society directors.
- Organized special events and handled all logistical arrangements.
- Oversaw campus maintenance and handled civil infrastructure work as needed.

Medical Transcriptionist
Elico Limited | *May 2006 – Dec 2008*

- Transcribed medical dictations from US-based physicians into accurate written records, ensuring clarity and precision.
- Reviewed and proofread transcriptions to identify and correct any errors before submitting final transcripts to clients.
- Ensured timely delivery of transcribed documents to US clients, adhering to quality standards and confidentiality protocols.

TECHNICAL & PERSONAL SKILLS

- Typing Speed: 30–40 WPM
- Diploma in Computer Applications
- Strong in multitasking, pressure handling, and deadline management
- Excellent communication skills; fluent in English, Hindi, Telugu
- Quick learner; open to relocation

CERTIFICATIONS & TRAINING

- AI & ChatGPT – 2-Day Training by MSME, Govt. of India
- ChatGPT Mastery – Workshop by World Technocon, IIT Hyderabad (Mar 2025)

EXTRA-CURRICULAR ACTIVITIES

- NCC 'B' Certificate.
- Participated in "Creativity to the Power of Infinity" workshop by Dr. Sasikumar.
- Contributed to college strategy stalls.

DECLARATION

I hereby declare that all information provided is true and correct to the best of my knowledge.

📍 **Place:** Hyderabad
📅 **Date:** 28/05/2025
✍ **(C. PRADEEP KUMAR)**