Pravallika Kolluri

B.Tech



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Vijayawada, Andhra Pradesh

ABOUT ME

I am a B.Tech graduate in Mechanical Engineering with approximately Nine years of professional experience in administrative management at an academic institution. I have experience in official documentation, office administration, project coordination, financial procedures, and institutional activities. I am interested in government job opportunities, competitive examination preparation, urban development, research and development, and continuous professional growth. I am a dedicated, responsible, and hardworking individual who believes in continuous learning, improving professional skills, and achieving personal and career goals.

EXPERIENCE

Junior Technical Officer

21st July, 2026- Ongoing

AMRUT Centre of Urban Planning for Capacity Building - SPA Vijayawada

Worked as a Junior Technical Officer at the AMRUT Centre, SPAV, providing administrative, technical, and project coordination support, including preparation of official documents, notings, office orders, reports, and correspondence. Handled project documentation, data management, financial records, research activities, and coordination with faculty members and other stakeholders for the effective implementation of AMRUT Centre activities.

Administration and Academic

02nd Dec, 2019 - 20th July,2026

School of Planning and Architecture, Vijayawada

Worked as an Administrator at the School of Planning and Architecture, Vijayawada (SPAV), from 02.12.2019 to 20.07.2026. Responsibilities included managing Architectural Labs, coordinating GATE scholarship-related activities, maintaining student records, and handling establishment matters such as leave applications, service registers, LTC bills, CEA claims, recruitment data, and monthly payment files. Provided administrative support to both the Departments of Architecture and Planning, including preparation of official notings, office orders, bills, faculty-related documents, field visit arrangements, jury files, seminars, guest lectures, and examination-related documentation. Additionally, assisted the Academic and Examination Sections with postgraduate application scrutiny, student data verification, stock verification, and other institutional administrative

ADMINISTRATOR-Krishna University

02nd July, 2016 - 01st Dec,2019

Worked as an Administrator in Sports Works at Krishna University from 25.07.2016 to 01.12.2019. Responsibilities included preparing and maintaining files related to All India and South Zone sports events, coordinating the fielding of university teams, drafting official correspondence letters, and handling official email communications.

ACADEMIC PROJECT

- Experimental Investigation of 4-Stroke single cylinder Diesel Engine by using Linseed biodiesel.

ACHIEVEMENTS

- Secured 2nd Place in Essay Writing Competition in Krishna Dt. level
- Secured various places in Intramural Sports in College Level

CERTIFICATION

- Completed MS Office certification course

EDUCATION

SSC (2010)

Bishop Azariah High School, Vja

66%

Intermediate (2010-2012)

Sri Gayathri Jr. College (M.P.C), Vja

64.5 %

Graduation (2012-2016)

Bachelor in Engineering (Mech)

Andhra Loyola Institute of Engg. & Tech, Vja (Affiliated to JNTUK University)

Pass Percentage: 60%

SKILLS

MS Office

Auto CAD

AREAS OF INTEREST

Administration and Office Management – Official note sheets, drafting letters, meeting minutes, leave rules, financial documentation, and institutional administration.

LANGUAGES

- English
- Telugu
- Hindi (Intermediate)