


Pranathi Nidumolu

Santa Clara | nidumolupranathi@gmail.com |  (408) 858-4474 | [LinkedIn](#)

WORK EXPERIENCE

Intuitive Surgical Inc

California, Sunnyvale

Administrative Assistant HR, COE Program Specialist

Aug 2021 - Jul 2023

- Implemented and facilitated BOT Project coordination, job creation support for USA and APAC Region. BOT project implementation and coordination across USA and APAC regions, driving operational excellence and cross-functional alignment.
- Led end-to-end job requisition creation and ensured seamless integration of BOT workflows with Talent Acquisition
- (TA) systems and practices using Smart Recruiter, Sharepoint, smartsheet for cross collaboration
- Collaborated with C level Managers to Executives, SVPs, VPs, Finance, TALT leadership, legal, HR Business Partners (HRBPs), recruiters, and hiring managers to support strategic workforce planning and executive hiring initiatives.
- Ensured strict adherence to global TA compliance policies, resulting in a 90% reduction in policy violations related to job creation processes.
- Supported BOT testing (UAT) and enhancement validation, identifying system improvements and optimizing user functionality.
- Managed LinkedIn seat assignments across the company for USA region
- Administered purchase order (PO) generation and invoice processing using Coupa, ensuring end-to-end procurement accuracy and compliance with internal controls.
- Facilitated vendor onboarding and registration guidance, streamlining documentation and compliance checks to support timely service activation.
- Monitored and followed up on invoice and payment status, proactively collaborating with Finance and Accounts, legal and payable teams to ensure on-time vendor payments.
- Provided consistent vendor support and communication, resolving escalations and maintaining positive stakeholder and supplier relationships.
- Coordinated end-to-end job requisition creation and system integrations, facilitating over 150 automated workflows per quarter that supported strategic workforce planning and decreased manual input errors by 25%.
- Enforced global talent acquisition compliance policies, achieving a 90% reduction in policy violations related to job creation processes, while supporting vendor onboarding and invoice management activities that maintained a procurement accuracy rate of 98%.

Intellisavvy

Dallas, Remote

Trainee Global Talent Manager & BDM

Jan 2021 - Aug 2021

- Managed the end-to-end recruitment lifecycle, including interview scheduling, candidate screening, shortlisting, and feedback to the CEO for client hiring decisions.
- Successfully negotiated offers and onboarded candidates, ensuring a smooth transition from acceptance to day one, with a focus on compliance and experience.
- I partnered with the immigration team to manage onboarding documentation and processes related to work authorization and visa compliance in the USA.
- Hired and onboarded internal recruitment staff, supporting company growth through talent pipeline development and training initiatives.
- Acted as Account Manager for multiple U.S.-based clients and international partner firms in India, maintaining strong relationships and service delivery standards.
- Optimized talent sourcing strategies through direct sourcing, proactive talent mapping, and leveraging professional networks to reduce time-to-fill.
- Ensured alignment between client workforce needs and sourcing efforts by providing consultative support and real time market insights.

Sun Network, Ref FM**Hyderabad, Telangana, India***Program Manager and Coordinator**Sep 2017 - Aug 2018*

- Managed daily operations of radio programming from concept through completion, ensuring timely and high-quality delivery.
- Developed and executed marketing plans to enhance brand value and audience reach.
- Proposed and implemented innovative programming ideas aligned with audience interests and market trends. Supervised a six-member programming team, providing leadership, mentorship, and workflow oversight to ensure smooth operations.
- Facilitated coordination between news teams and programming staff to align content and schedules.
- Conceptualized and pitched new programming strategies aimed at increasing listener engagement and retention.
- Coordinated marketing & sales teams, supporting BTL activities, on-ground coordination, and activations.
- Coordinated production teams for client support.
- Orchestrated end-to-end management of radio programming, resulting in a 20% improvement in on-time delivery rates and elevating content quality standards across all broadcasts.
- Designed and launched targeted marketing campaigns that expanded audience reach by 35%, enhanced brand visibility, and generated a 15% boost in listener engagement metrics within six months.
- Supervised a diverse team of six programming professionals, fostering leadership development and streamlining workflows to increase operational efficiency by 25%, while coordinating cross-functional teams to ensure seamless content scheduling and client support.

Maidendrop Entertainment & Services**Hyderabad,
Telangana***Marketing and Sales Manager**Feb 2017 - Aug 2018*

- Account management and business development, contributed to the development of marketing and sales strategies for multiple brands.
- Planned Below the Line (BTL) and Above the Line (ATL) activities and executed marketing campaigns.
- Reached out to Brand Heads and Marketing Heads for business development, creating customized BTL campaigns based on company/brand needs.
- Conducted HR campus drives to fill sales positions.
- Executed strategic Above the Line (ATL) marketing initiatives across multiple platforms, achieving a reach of over 1 million potential customers and boosting brand awareness by 40%, significantly enhancing overall market presence.
- Initiated targeted outreach to Brand Heads and Marketing Heads, crafting customized campaigns aligned with specific brand objectives, which contributed to a 25% growth in new business opportunities within key market segments.
- Orchestrated the development and execution of integrated BTL and ATL marketing campaigns, resulting in a 40% increase in brand awareness and reaching over 1 million potential customers across diverse platforms.
- Led HR campus drives to recruit top sales talent, successfully filling 15 sales positions within three months, thereby strengthening the sales team's capacity to achieve a 20% increase in quarterly revenue targets.

NAUKRI.COM, INFO EDGE INDIA Ltd**Hyderabad, Telangana, India***Sr Executive Corporate Sales B2B**Jan 2016 - Feb 2017*

- Developed and implemented sales strategies to achieve and exceed corporate sales targets.
- Built and maintained strong relationships with corporate clients to understand their business needs and provide tailored solutions.
- Identified new business opportunities and developed a pipeline of potential clients through networking, referrals, and cold calling.
- Acted as a liaison between the company and its corporate clients, ensuring clear communication and understanding of expectations.
- Prepared and delivered sales presentations and proposals to prospective clients, showcasing the company's products and services.
- Negotiated and closed sales contracts, working closely with the legal and finance teams to ensure compliance with company policies and procedures.

- Collaborated with the marketing team to develop and implement promotional campaigns and initiatives to drive corporate sales.
- Monitored and analyzed market trends and competitor activity to identify areas of growth and potential opportunities.
- Account management and building revenue from the existing client base.
- Sold CRM-based recruitment solutions to existing clients.
- Demonstrated strong communication and negotiation skills, with the ability to build and maintain relationships with corporate clients.
- Solid understanding of sales principles, methods, practices, and techniques.
- Proficient in using CRM software and other sales tools to track and manage leads and opportunities.
- Proactive and results-driven mindset, with the ability to meet and exceed sales targets.

EDUCATION

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- Ability to work independently and as part of a team, with strong organizational and time management skills.

Dhruva College of Management
Master of Business Administration

Hyderabad, India
Graduation Date: Jan 2016

RBVRR Women's College
Bachelors of Business Administration and Technology

Hyderabad, Telangana, India
Graduation Date: May 2014

SKILLS & INTERESTS

Skills: Microsoft Office (Excel, Word, PowerPoint), Microsoft Suite, Microsoft Excel, ATS, Project Coordination, Administrative Support, Open Minded, Flexible, Collaborative, Cross-functional, Operations, Coordination, Ownership, Resolution-oriented, Certified Scrum Master – I (PSM I)