RESUME

**KHITI RANJAN JENA**

**E-mail:-** **khitiranjan1995@gmail.com** **Contact No:-** **7989215247, 9676142057**

# CAREER OBJECTIVE:-

An innovative and highly skilled Technical Support Executive offering support and solutions to customer queries, especially pertaining to Hardware, Systems Administration, excellent time management skills; proficient in computer skills; excellent organizational skills

# BASIC ACADEMIC CREDENTIALS:-

Qualification Board/University Year Percentage

B-Tech (ECE) ST.MARY’S Engineering college 2014-2018 60%

Intermediate Sri Chaitanya junior college 2012-2014 60%

High School ST. Peters model school 2012 55/10

# Skills:-

* MS Office

* Data Entry
* Office 365
* Data Entry
* Windows and Office
* MS Office
* Outlook
* Windows
* Team Building
* Desktop support
* Technical issues analysis
* Technical troubleshooting
* Customer support
* Windows 10
* Software diagnosis

# EXPERIENCE:-

* 1Year experience as a CCE for Airtel Payments Bank in Q CONNEQT, Hyderabad.

* Since 22 Months working as a **Technical Support Executive** (Complete troubleshooting of Windows and Office products for MAC and Windows devices, with Outlook Manual Server Settings for Email setup) and also worked for billing team for **Microsoft Process** in

TELEPERFORMANCE Jaipur.

# ACHIEVEMENTS:-

* Won medal for winning the volleyball Championship in school.
* Actively participated in various sports activities for Inter school.
* Won blue belt in karate.
* Participated in lemon book of record & Guinness book of record during Schooling.

# INTERPERSONAL Skill:-

* Ability to rapidly build relationship and set up trust.

|  |  |
| --- | --- |
| ❖ **Name** | **:-** KHITI RANJAN JENA |
| ❖ **Father’s Name** | **:-** KHIROD KUMAR JENA |
| ❖ **Date of Birth** | **:-** 18thFebruary 1997 |
| ❖ **Language Known** | **:-** English, Hindi, Telugu, & Oriya |
| ❖ **Marital Status** | **:-** Single |
| ❖ **Nationality/Religion** | **:-** Indian |

* Confident and Determined
* Ability to cope up with different situations.
* Positive attitude.
* Good communication skills.

# PERSONAL DETAILS:-

**Date:**

**Place:-**

**(Khiti Ranjan Jena)**