

KOTI JAGAN KISHOR POLAMARESETTY

MOBILE NO : +91- 7770845184 Email id : jagankishor1@gmail.com

Career Objective

To Provide Quality Work And Better Results To The Organization By Utilizing My Managerial Skills And By Being Committed And Responsible.

Profile

Worked With Kalinga University Raipur As a MIS Executive - Operations
Qualified Mba (Hr, Marketing) Passed With Distinction From Icfai University Raipur
A Strong Team Leader With Excellent Communication, Negotiating, Problem Solving And Interpersonal Skills.

Working Experience

Company Name : **Kalinga University Raipur**
Designation : **Mis Executive / Operations**
Place : **Kotni Raipur Chhattisgarh**
Duration : **May 2022 - Sep 2022**
Website : kalingauniversity.ac.in

Company Name : **Smr And Co**
Designation : **(Accounting Assistant) Working Under CA**
Place : **Bhilai Chhattisgarh**
Duration : **Aug 2021 - April 2022**
Website : smr.co.in

Company Name : **Jv Infra Sales And Service Raipur**
Designation : **Assistant Hr Executive**
Place : **Civil Lines Raipur Chhattisgarh**
Duration : **July 2020 - July 2021**
Website : www.jvinfrasales.com

Academic Credentials

Qualification	College/School	Board/University	Year
MBA (HR, Marketing)	ICFAI UNIVERSITY, RAIPUR	ICFAI UNIVERSITY	2020
B.COMM (Commerce,Accounts)	GOVT.V.Y.T.PG AUTONOMOUS COLLEGE	Hemchand yadav university Durg	2018
12 th	SHIVA PUBLIC H S SCHOOL	CGBSE Raipur	2015
10 th	SHIVA PUBLIC H S SCHOOL	CGBSE Raipur	2013

System Knowledge , Technical Skills & Specific Skills:

Autocad Operator + Cnc Programmer

Time Management Skills, Communication Skills And Research Skills.

Data Filters, data Sorting, pivot Tables, sumif/sumifs, countif/countifs,

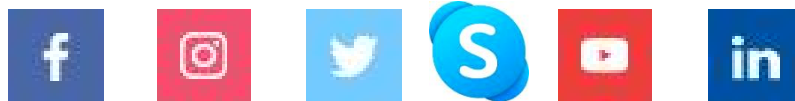
Excel Shortcut Keys, Charts, cell Formatting ,Vlookup And Hlookup, pivot Charts

Google sheets, Mis reporting in excel, Ms Excel, Ms Word And Ms Pdf

Software Installation Andriod Windows (7 8 8.1 10)

Salary, Payment Slips (Calculation & Deduction) In Ms Excel

Social Profile Click on icon



Awards , Achievement and certificates

Fundamentals of digital marketing google digital unlocked

Google Analytics For Beginners

Getting Started With Google Analytics 360

Google Analytics For Power Users

Introduction To Data Studio

Google Tag Manager Fundamentals

Autocad 2022 Technical 3d, 2d Civil And Mechanical Engineering

Drawing Trainee.



**Click on icon
to view my
all certificates**

Personal strength

Communication/ Co-operation & Co-ordination/ Promptness & Sincerity/ Positive Attitude/Smart Work/ Team Work And "Believe in being smart, honest and hard working in my approach towards career and also good communication and analytical skills, learning attitude, optimism, result oriented approach, punctuality & belief in Smart work".

Academic Projects during MBA 2018-2020 Project

Name of the Project : Working Capital Management

Duration : 60 Days 03 June 2019 To 27 July 2019

Company Name : Bhilai Steet Plant

Place : Bhilai Steet Plant Chhattisgarh

Languages Known

language	Speak	Read	Write
English			
Hindi			
Telugu			

Social & management activities conducted by me and my Hobbies :-
Moto Logging, Travelling , Cooking, Youtuber (JKVLOGS)



Passport Detail

PASSPORT NO : P3714116
DATE OF ISSUE : 07/11/2016
DATE OF EXPIRY : 06/11/2026
PLACE OF ISSUE : RAIPUR INDIA

Personal Profile

Name : Koti Jagan Kishor Polamaresetty
Father's Name : Late Trinath Rao Polamaresetty
Date of Birth : 26/10/1995
Marital status : Single
Nationality : Indian
Gender : Male
Language Known : English, Hindi, Telugu
Permanent Address : 48/9, Radhika Nagar, Supela, Bhilai
Durg, Pin Code-490023 (c.g.)

Declaration

I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. If they are found false or incorrect my candidature is liable to be cancelled and even after appointment my appointment is liable to be terminated.

Place : BHILAI NAGAR

Date :

Yours Sincerely

KOTI JAGAN KISHOR POLAMARESETTY