V.Jagadeshkumar

Narsapura post ,

Kolar (Taluk and dist)

E-mail : [jagadeshkumar52@gamil.com](mailto:jagadeshkumar52@gamil.com) cell no : 7010488928

OBJECTIVES

Self-motivated goal oriented professional, add having the ability to follow through with project from inception to completion. committed to pursuing a career can further develop my knowledge.

SUMMARY OF PERSONAL ATTRIBUTE

1. Reliable confident and hard working.
2. Functional abilities to be an efficient term number and willingness to take un challenging assignment
3. Self-motivated with good personal and communication skill.

EDUCATIONAL QUALILFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXAMINATION** | **BOARD UNIVERSITY** | **INSTITITUTIN** | **YEAR OF PASSING** | **PAECENTAGE** |
| **SSLC** | **STATE BOARD** | **GOVT HIGHTR SEC SCHOOL THALLY** | **2002** | **74%** |
| **+2** | **STATE BOARD** | **GOVT HIGHTR SEC SCHOOL THALLY** | **2005** | **85%** |
| **BA** | **STATE BOARD** | **TAMILNADU OPEN UNIVERSITY** | **2008** | **70%** |
| **MBA (marketing)** | **STATE BOARD** | **TNOU** | **2014** | **74%** |

SKILLS

**MDCA** (MASTER DIPLOMA IN COMPUTER APPLICATION) TALLY AND WITH TYPING (FOR MINUTE 35 WORDS.

* Self confidence
* Positive approach
* Easily adopted with the surrounding
* Well versed communicable

**EXPERIENCE**

* **Have 2 years Experience in the Accounts part of store department in in shahi pvt. Ltd as a supervisor and (data entry operator) Bangalore.**
* **I have 2 years’ experience in the Data entry operator in Elforge pvt.ltd in Hosur.**

Duties

***Data entry***

* Adjusted setting for format page layout, line spacing and other step requirements.
* Researched further information for incomplete documents.
* Performed other clerical duties such as answering telephone, sorting and distributing mail, running errands.
* Proficient in Microsoft word and Excel, Outlook.
* Typing speed 35 wpm.
* Teach savvy with the ability to quickly.
* **And I have one-year experience in the brazil wood like sales executive in Hosur**

**Duties: -**

***Sales Executive***

* Dealing with customers enquires face to face over the phone or via e-mail.
* Contacting prospective customers and discussing their requirements.
* Working closely with the marketing team to produce any sales collateral required for the target market.
* Developing maintaining successful business relationships with all projects

***Skills***

* Executive team leadership
* Client / vendor market relations
* Marketing / productive development
* Process improvement

***Soft skills***

* Ability to learn quickly and highly self-motivated
* Good communications & presentations skills.
* Process effective communication, along with a hard working attitude.

Name : V.Jagadeshkumar

FATHER NAME : G. venkateshappa

DATE OF BIRTH : 05.06.1987

GENDER : male

MARITAL STATUS : married

NATIONALITY : Indian

RELIGION : Hindu

LINGUAL ABILITY : Tamil, Telugu, kannada and English

**Declaration:**

I do here by confirm that the information given this form is true to the best of my knowledge and belief.

If fortunate being selected I shall you that I will discharge my duties responsibilities to entire satisfaction of all my superiors & subordinates

Place:

Date: (v. jagadesh kumar)