



Jitesh Mohapatra

My Contact

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Technical skills

- Microsoft Excel
- Power Point
- Microsoft Word
- Tally ERP 9
- HTML
- CSS
- Java Script
- Boot-Strap

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- Utkal University
Bachelor in Science
Completed in 2020
- Sarala mahavidyalaya
Higher secondary
Completed in 2017
- Radha Govinda Sanjaya Mohanty H.S
Senior Secondary
Completed in 2015

Objective

To make a sound position in corporate world and work enthusiastically in team to achieve goal of the organization with devotion and hard work.

Professional Experience

Galaxy Medicare Limited,Bhubaneswer

From july 2021 to till sep 2022
Product Supervisor

Key responsibilities:

- Set daily/weekly/monthly objectives and communicate them to employees.
- Organize workflow by assigning responsibilities and preparing schedules.
- Oversee and coach employees.
- Ensure the safe use of equipment and schedule regular maintenance.
- Check production output according to specifications
- Ensure all resources and assets are used efficiently and correctly

Activities

- Participated in school cultural program and received prizes in different athletic competition.
- Rewarded on District Mathematics Olympiad.
- Social activities like supporting Orphanages, attending blood donation camps.
- Participated in District level science exhibition.

Languages Known

- English
- Odia
- Hindi