**RESUME**

**POLICHERLA JEEVA BABU Mobile: +91-8553102349**

**# D. No. 26, 27th Main Road Email:** [**Jeevababu24@gmail.com**](mailto:Jeevababu24@gmail.com)

**Ejipura, Kormangala**

**Bengaluru - 560047**

**Career Objective:**

To apply my knowledge and skills for the development of the organization and myself, to acquire ample knowledge that offers both a challenge and a good opportunity for my career advancement.

**Experience:**

**Organization :** **ISRO SATELLITE CENTRE, (URSC).**

**Designation : Administrative Assistant (under Contract basis)**

**Period : 04th January 2016 to May 2020**

**NATURE OF JOB:**

* Supporting for ISRO employees which includes printing of ID Cards and activation using Access Control System BACS.
* Updating employees ID card databases to track and analyze the report.
* Providing efficient & Professional administrative support to the Organization.
* Performing general office duties, including answering multi-line phone system, routing calls delivering message to staff and greeting visitors.
* Planning and scheduling meetings, response to various inquiries both external & internal, manages communications via-email, phone calls etc;
* Drafting & Documentation using MS Office Tools.
* Managing office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
* Auditing of Material Management System.
* Composing internal Audit memos to respective groups and external corresponding for vendors and review all documents to eliminate audit queries.

**Organization :** **IDEA CELLULAR Pvt. Ltd.**

**Designation : Sales Executive / Admin**

**Period : 04th October 2011 to December 2016**

* . Adding/deleting/creating/modifying user account information
* Answering technical queries.
* Bills generation.
* Verifying user information

**Technical \_Skills \_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Operating System                              : Windows, MS Office Tools.

Web Technologies                            : HTML, JavaScript

**Academic Profile \_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| **Course** | **Board/**  **University** | **Year of passing** | **College/**  **School** | **Percentage**  **(%)** |
| DEGREE (B.Sc) | Sri Venkateswara University | 2011 | S V Arts College | 63.6 |
| INTER (MPC) | Board of Intermediate Education | 2008 | Sri Srinivasan junior Collage | 68.5 |
| SSC | Board of Secondary Education | 2006 | P M High school Renigunta | 73.3 |

**Personal Details\_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name : P Jeeva Babu

Father Name : P Penchalaiah

Date of Birth : 15-08-1990

Gender : Male

Languages Known : English, Telugu and Kannada

Permanent Address : # 4-145, Nethaji Colony

Renigunta (M), Chittoor Dist – 517520.

**Declaration \_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I hereby declare that the above-furnished information is true and correct to the best of my knowledge and belief.

Place: Bangalore Yours faithfully,

Date:

**(P. Jeevababu).**