**CURRICULUM VITAE**

HAREKRUSHNA MOHANTA

132/1/A/B, SAI NAGAR,

NANDI MUSALI GUDA,

ATTAPUR,

RAJENDRA NAGAR, harekrushnamohnta2@gmail.com

KV RANGAREDDY, TELANGANA-500048 +919133711122

**OBJECTIVE**

To work with a reputed Organization with good work environment and growth prospect so as to achieve given objectives with determination as spirit of excellence thereby contributing my best to the progress of the Organization and grow with in it.

**PROFESSIONAL EXPERIENCE**

* Working as an office call coordinator in Progility Technologies Pvt Ltd,Hyderabad from (June 2015 to till Date)
* Worked as a service call coordinator selfy Technologies, Hyderabad from (May 2009 to june2015)

**Call coordinator**:-Taking care of entire Trade business for AP & Telangana.

* Worked as a call coordinator in S K Audio-visuals, Hyderabad (payrolls from feb 2004 to April 2009)

**QUALIFICATION**

* B A From North ORISSA Utkal University, Orissa with an aggregate of 60%
* Intermediate from maa basulee maha vidyalaya in Utkal university, Orissa with an aggregate of 58%
* S.S.C From J P N Narayana Gigh school, Orissa with an aggregate of 55%

**TECHNICAL SKILL**

Operating systems:MS-Windows XP,

Web Technologies:HtML

RDBMS:SQL Server 2005 MS SQL

Work flow Tools: MS-Excel, MS-Word, MS-PowerPoint,MS-Outlook

**PROFESSIONAL STRENGTH**

* Self Confidence
* Positive Attitude
* Hard working nature
* Optimism
* Innovativeness

**PROFESSIONAL SUMMARY**

**PROGILITY TECHNOLOGIES PVT LTD.(Working** from (June 2015 to till Date)

Designation: Office and Service call Coordinator

**Job Profile:**The job includes a mix management and analytical skills which attributes to the well deserved satisfication to the corporate customers whom we serve our best.I actas a mediator between them and the Engineers who are sent to resolve issue.They complain of within a given die hard to meet target.Excellence in Customer Psychology,Operational Issue Resolution is the critical arenas of any management as well as Analytical Fucntion where I have gained the vast and extensive experience while serving this prestigious Organization.

**JOB RESPONSIBILITIES**

* Providing quoatation to customers within given time Frame.
* Responsible for quick & Effective closures of escalations.
* Coordinating with dealers for fiscal related matters.
* Ensure TAT(Turn Around Time)Commitments.
* Coordinating with Customers.
* Call updating,getting the parts Ordered with concern team,Updating to the customers and closing the call.
* Preparing weekly and monthly reports and reporting to the Manager.

**Selfy Technologies(worked from (May 2009 to june2015)**

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* Coordinating with customers.
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* Preparing weekly and monthlyreports and reporting to the manager.
* Coordinating with service Engineers and updating the call status to customers.

**S K Audioviduals(working from feb 2004 to April 2009)**

Designation:-call coordinator

**Job profile:-**The job includes a mix of management and analytical skills which attributes to the well deserved satisfaction to the corporate customers whom we serve our best.I act as a mediator between them and the engineers who are sent to resolve issue.They complain of within a given die hard to meet target.Excellence in customer Psychology,Operational Issue Resolotion is the critical arenas of any management as well as Analytical Function where I have the vast and extensive experience while serving this prestigious organization.

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**PERSONAL DETAILS**

Name:Harekrushna Mohanta

Date of Birth:30/04/1983

Marital status:Married

Nationality:Indian

Languages:English,Hindi,Telgu,Oriya,Bengali

Date:

Place: Hyderabad (Harekrushna Mohanta)