**RESUME**

**PATNAYAKUNI YOGANANDA KRISHNA Address :-**

**E-MAIL :-** **PATNAYAKUNIKRISHNA@GMAIL.COM** **37-11-214/1**

**Mobile :- 917670899778 Pattabi Reddy Thota,**

 **Behind Polytechnic College,**

 **Murali Nagar,**

 **Visakhapatnam-530007.**

**PROFESSIONAL OBJECTIVE:**

To build a career with a leading corporate with committed and dedicated people which help me to explore myself fully and realize my potential, willing to work as a key player in a challenging and creative environment.

**Educational Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Graduation or qualification** | **University or Board** | **Name of the Institution** | **Year of Passing** | **Pass Percentage** |
| M.B.A | Andhra University | A.Q.J. Center For P.G. Studies | 2017 | 58% |
| B.Com (General) | Andhra University | A.G.L. Degree & P.G. college | 2015 | 71.3% |
| Intermediate | Board of intermediate (B.I.E.), A.P. | Sri chaitanya j.r college | 2012 | 73% |
| S.S.C | Board of Secondary School Education, A.P. | Sri Venkateswara E.M. School | 2010 | 57% |

**TECHNICAL SKILLS:**

* Tally ERP9, M.S. Office, Typing.

**WORK EXPERIENCE:**

* Former worked as an  **executive** in **I Process Services India Pvt Ltd** ., (Third party to the ICICI Bank Pvt Ltd.,) from **8th November 2018** to **05TH March 2020**.

Job profile:

* Handled customer queries and gave information about products and services.
* Maintaining day to day MIS Data and Prepare monthly, quarterly sales reports and documented discussions of meetings.
* Followed and implemented sales Guidelines and maintained Standard across departments
* Contacted customers on mail or called them to inform about the latest offers and handled online promotional activities for the organization's products
* Assisted new customers in filling forms to help them avail benefits of different services provided.
* Former worked as an Accountant in Damayanti Engineering Systems from 1 july 2017 to 12 September 2018.

Job profile:

* Sales & Purchase , Payments and Receipts , Bank Reconciliation, and GST returns filling
* Cash Book maintaining and Inventory handling etc.,

**PERSONAL SKILLS:**

* Good memory and grasping power.
* Fair to deal with excellently with my work.
* Good communicational skills.
* Ability to mix with people.

**CAREER OBJECTIVE:**

Intending to join in an organization that entrust a professionally challenging environment that provides growth opportunities to show my skills.

**PERSONAL PROFILE**

Name : PATNAYAKUNI YOGANANDA KRISHNA

Father Name : P. CHANDRASEKHAR

Mother Name : P. RAMADEVI

D.O.B : 02-04-1995

Gender : MALE

Languages Known : ENGLISH , TELUGU, HINDI.

Hobbies : PLAYING CRICKET , CHESS & READING NOVELS

Permanent Address : 37-11-214/1, PATTABHI REDDY THOTA

 BEHIND POLYTECHNIC COLLEGE, MURALINAGAR

 VISAKHAPATNAM-530007.

**DECLARATION:**

 I here by declare that the above mentioned details are true to the best of my knowledge and I am personally responsible for the authenticity of the same.

Place : Visakhapatnam.

Date : P.Yogananda krishna.