



# M. Ajaya Kumar

Neelakantha Nagar, stage-1, Brit colony, hare Krishna Nagar 2nd lane, housing board

Berhampur, Ganjam, Odisha, PIN-760002

7504424546

iamajayakumar33@gmail.com

## Objective

To Joint at a position of responsibility with a professional managed and progressive organisation which provides a conducive environment for growth and development where I can bring out my hard work and skills acquired till date.

## Experience

Feb-2022 - Mar-2023

### **TPSODL**

Financial Associate

Operation and maintenance

Commercial Activities

HT,LT LINE

Metering, Billing, Collection,

Data Analysing

Various type of MIS management for TPSODL R&B activity

Monitoring-

Single Phase reading & billing activity under TPSODL like MRU

MAPPING, SWAPPING, BILL GEN

Daily basis follow up of manpower

Office management using excel and power query editor.

Resolution to all types of bill dispute cases like manual and system revision to actual billing.

Apr 2017 - Dec 2019

### **Reliance Jio infocom LTD.**

DTS

Handling cell site Acquisition, liasoning with legal team for on spot clearance documents collection and agreement signup with landlord.

Obtaining NOC for cell sites for RJIL.

## Education

### **Bharat institute of engineering and technology, Berhampur**

Diploma(Electrical)

72.1%

### **Biswakarma ITC, Berhampur**

ITI(Electrical)

84.24%

### **Berhampur city college, Berhampur**

INTERMEDIATE (12th)

45%

### **K.C Town High School, Berhampur**

Class X

64.83%

## Skills

- Microsoft Excel Advance Excel Power Query editor Microsoft Office MS Word MS Power Point Customer service Management Computer skills Communication

## **Languages**

- ENGLISH HINDI TELUGU ODIA

## **Personal Details**

- Date of Birth : 27-03-1996
- Marital Status : Unmarried
- Nationality : INDIAN
- Gender : MALE
- Place : Berhampur

## **DECLARATION**

- I do hereby declared that the above mentioned information is correct up to my best of knowledge and I bear the responsibility for the correctness of the above mentioned particulars.