

PRAVAKAR POTI



Contact Me

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Address

Guna street,Ganjam,Odisha,761002

Gopalpur on sea,India

Birth Date

Date: 01/03/1995

Languages

English,Oriya,Hindi,Telugu

Skills

MS Office,DCA, Adv PGDCA

Interest

Playing Cricket, Learning Some New,

Summary

I aspire to work hard for the committed company and look forward for the successful prospects of the company with full effort and dedication.

Education

2015 - 2017

Berhampur University

Post Graduation(P.G)

Master in Industrial Relation & Personnel Management

2012 - 2015

Gopalpur Degree College

Bachelor Of Arts(B.A)

Honours in Industrial Relation & Personnel Management

2010 - 2012

Gopalpur college

Intermediate(+2)

2009 - 2010

Maa Saraswati Vidya Mandir

Board of Secondary Education(10th)

Experience

11.03.2023 -

Swiggy Bundl Technologies

Senior Onboarding Executive

1.Leads Assign(Fresh leads & Pending Issue Leading)

2.Daily Reports update(Onboarding Count, foods and Instamart ID no's count,Hourly ID created etc)

- 3.live performance updates(ID created by Employees)
- 4.Tracker update(Target achievement sheet, Inventory sheet update)
- 5.M.I.S works also(Management Information Systems)

2019 - 2020

Galfar Engineering & Contracting

Store Inventory management

- 1.M.I.S updates
- 2.Store Inventory Management
- 3.Reconciliation work
- 4.Stock ledger sheet Update
- 5.Store Assets Records Updates

2017 - 2018

Zoological Survey Of India

Data Entry Operator

- 1.Billing work
 - 2.Payroll Management Work
 - 3.Data Entry Work
 - 4.Weekly Expenditures & Monthly Expenditure
 - 5.Quarterly Budget allocation
 - 6.Taxation work(Professional Tax,TDS)
 - 7.Register Maintenance(Entry & Dispatch Register)
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