

RESUME

SAKHA JEETENDRA

Permanent Address:

s/o: Sakha Chakrapani
At: Mahulapalli, Big Street
Po: Dayapalli
Via: Kukudakhandi
P.s: Nimakhandi
District: Ganjam
Odisha, PIN: 761100
Mobile: 9668729196; 8917374558
Email: sakhajeetendra@gmail.com



Career Objective

- To mark a career in Office Administration
- Career Development through professional growth

Academic Profile

- Passed HSC from Board of Secondary Education, Odisha, in 3rd Division in the year 2002.
- Passed +2 Arts from under Council of Higher Secondary Education, Odisha , Bhubaneswar in 2nd Division in the year 2004.

Computer Skills

- Sound orientation of windows operating system and usage of the Internet.
- Database Management
- Tally ERP 9

Work Experience

- Worked as an Data entry operator for Sri Sai Transport, Silvassa from January 2009 to 2016
- Worked as a data entry operator in Berhampur Polytechnic from November 2016 to December 2017 .
- Worked as an Store keeper for R.S. Tranport (Logistics services), Berhampur from January 2018 till date

Communication Skills

- Well versed with Hindi, English, Odia (both spoken and written)

Personal Profile

Name: Sakha Jeetendra

Father's Name: Sakha Chakrapani

DoB: 15/06/1987

Religion: Hindu

Marital Status: Married

Nationality: Indian

Declaration

I, do ,hereby declare that the information furnished above are true to the best of my knowledge and belief.

Place: Berhampur

Date:

Sakha Jeetendra