

RESUME

K KRISHNA REDDY

S/o-LATE K NARSUMULU REDDY

At- Reddy Street Ankuli

Po- Ankuli Berhampur

Dist- Ganjam, Pin-760010

Phone – 8847864992,8457935128.

Email: Kkrishnareddy386@gmail.com



CAREER OBJECTIVE

Take up a challenging career in an innovative and visionary organization, which provides opportunities for personal & professional learning and growth.

EDUCATIONAL QUALIFICATION

Exam Passed	Board / Council / University	School/College	% of Marks	Year of Passing
10 th (HSC)	BSE Odisha.	Govt.High School Medical Campus Berhampur.	66%	2014
+2 Arts	CHSE Odisha.	Khallikote Junior College Berhampur.	67%	2016
B.A (Hons)	Khallikote University Berhampur.	Khallikote Autonomous College, Berhampur.	68%	2019
MA in Rural Development	Odisha State Open University,Sambalpur.	Khallikote Autonomous College, Berhampur (1104)	65%	2024

TECHNICAL SKILLS

- MS-Office
- PGDCA
- MS Word
- MS Excel
- MS Powerpoint
- Data Entry

WORK EXPERIENCE

- **NATIONAL YOUTH VOLUNTEER (OFFICE ATTACHED)**, Nehru Yuva Kendra Berhampur Ganjam, Ministry of Youth Affairs & Sports Govt.of india, JULY 2021 to JULY 2022.
- **JOB ROLE:-** Office routine work like – Opening and closing of offices, Cleaning of the office building, rooms, furniture and computers, Physical Maintenance of files & Record like Stock Register, File Movement Register, Cheque Register, Office Meeting Register, Indexing and Recording, Preparation of office statements, Computer work Typing official letters, Delivering of Dak & Registration of Dak, Carrying of files and paper within the building and outside building, Photocopying, Sending of official Mail, Maintain lawns, potted plants and Other Non- Clerical work etc. Interaction with the youth club members, national youth volunteers and general public.
- **PRESENT:- AUGUST 2022 MULTI TASKING STAFF (MTS OUT SOURCE)**
NEHRU YUVA KENDRA BERHAMPUR GANJAM, MINISTRY OF YOUTH AFFAIRS & SPORTS GOVT.OF INDIA
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STRENGTHS

- Hardworking, Punctuality, Sincerity.
- Multi Tasking.
- Good Listener.
- Positive Thinking.
- Willingness to Learn New Things.
- Solutions Oriented

HOBBIES

- Reading Newspaper.
- Cycling.
- Listening Music.
- Agriculture Work.
- Gardening.

LANGUAGES KNOWN

- Language Known (R/W/S) :Odia, Hindi, English & Telegu (Speak).

PERSONAL INFORMATION

Father's Name	:	Late K Narsumulu Reddy
Mother' Name	:	K Jaya Reddy
Nationality	:	Indian
Religion	:	Hindu
Date of Birth	:	30 th May 1999
Marital Status	:	Un-Married
Gender	:	Male
Category	:	General (UR)
E Mail	:	Kkrishnareddy386@gmail.com
Mobile No	:	8847864992, 8457935128

DECLARATION

I do hereby declare that all the above information given by me is true to the best of my knowledge, information and belief.

Place :

Date :

(K Krishna Reddy)