



SUBODH JENA

MANAGEMENT INFORMATION SYSTEM

SUMMARY

I am currently looking for a full time position in an environment that offers a greater challenge. Increase benefit for family and the opportunity to help the company advance efficiently and productively.

EDUCATION

Council of Higher Secondary Education. Bhubaneswar, Odisha. 2011
Judhithir Mahavidyalay, Kunduli, Balasore, Odisha.
Arts.

Board of Secondary Education, Odisha 2009
S.K.R High School, Kalbudhi, Balasore, Odisha.

WORK EXPERIENCE:

* TELEPERFORMANCE 2017-2019
CCE (Customer Care Executive)
2 years 2 months work with Teleperformance as a CCE, Kolkata.
Handling customer inquiries, review and analyzed customer complaints and resolve issues.
2 times awarded employee of the month performing great work.

* PANCHAYAT OFFICE 2020-2022
MIS (Management Information System)
2 years work with as data entry cum MIS in Panchayat office, Odisha
Collect govt. scheme details and preparing report monthly/annually.

* Fusion cx 2023-2024
MIS (Management Information System)
7 months work as MIS in Fusion cx, Kolkata.
Preparing daily, weekly & monthly client reports.

CONTACT

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Kolkata-700159

SKILL

VLOOKUP
HLOOKUP
IF/AND/OR
COUNTIFS
SUMIFS
MATCH
CONDITIONAL FORMATING
PIVOT TABLE
POWER QUARY
ADVANCE EXCEL
GOOGLE SHEETS
POWER BI
VBA
MACRO

LANGUAGE

ODIYA
ENGLISH
HINDI
BENGALI

STRENGTH

HARDWORKING
PUNCTUALITY
QUICK LEARNER

PERSONAL DETAILS

Father Name : Sukumar Jena
Date of Birth : 03/07/1993
Marital Status : Married
Religion : Hindu

DECLARATION

I do hereby declare the truth and authenticity all the information in my resume.

Subodh Jena