

CURRICULUM VITAE

Jayakrishna Chatala

316, Al Hai building, 1A street, Mankhool, Dubai.

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OBJECTIVE:

Seeking to leverage acquired academic knowledge and work experience to effectively fill a responsible position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance during the past jobs.

WORK EXPERIENCE:

9 Years of Professional Experience

Front office executive:

Varam Auto centre, sales Department

Srikakulam, India

Duties & Responsibilities

- ✓ Invoicing
- ✓ Registration
- ✓ Handling customer queries
- ✓ Cold calling
- ✓ Cash handling

Relevant Skills:

Electronic Data Processing Knowledge:

Excellent in Microsoft Office Program:

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
- ✓ PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
- ✓ Outlook: Very much familiar to use outlook.

Store Manager:

VIZAG KTM unit of Varun motors

Visakhapatnam, India

Duties & Responsibilities

- ✓ **Handling customer queries**
- ✓ **Handling two-wheeler inventory**
- ✓ **Community Rides conducting**
- ✓ **Cold calling**
- ✓ **Cash handling**

Relevant Skills:

Electronic Data Processing Knowledge:

Excellent in Microsoft Office Program:

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
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- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
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Brand champion/ Retail sales Executive:

Ola fleet technologies pvt. Ltd., (Electric vehicles)

Visakhapatnam, India

Duties & Responsibilities

- ✓ **Handling customer queries**
- ✓ **Pre-delivery Inspecting**
- ✓ **Handling two-wheeler inventory and delivery**
- ✓ **Community Rides conducting**
- ✓ **Negotiation and closing deals**
- ✓ **Cold calling**
- ✓ **E-payments handling**
- ✓ **Test rides providing**
- ✓ **Exchange handling**

Relevant Skills:**Electronic Data Processing Knowledge:**

Excellent in Microsoft Office Program:

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
- ✓ PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
- ✓ Outlook: Very much familiar to use outlook.

EDUCATIONAL BACKGROUND:**Bachelor of Arts (BA)**

Gandhi institute of technology and management

Visakhapatnam

Jun 2013- May 2016

Intermediate(MPC)

Sri Vikas Jr College

Srikakulam

Jun 2002- Mar 2005

Secondary Education

RCM St. John's High School

Srikakulam

Jun 1998- Mar 2002

Relevant Qualifications:**Languages:**

- ✓ English: Fluent in speaking and writing
- ✓ Hindi: Fluent in speaking and writing
- ✓ Telugu: Mother Tongue

PERSONAL INFORMATION:

Full Name: Jayakrishna chatala

Nationality: Indian

Marital Status: Married

Date of Birth: Jun 11, 1986

Place of Birth: Srikakulam, Andhra Pradesh, India

References:

will be provided on demand