Mobile:91 8099099190   Email Id:santoshraj29@gmail.com

CAREER OBJECTIVE

I like my job and skills because of its my future challenging assignment with a well-established organization.
CURRENT PROJECT
INDUS TOWERS LTD : AS a site acquisition associate in SCM department from 16th FEB 2021 to 16 Mar 2021
RESPONSIBILITY
Work base on document acquisition site wise for ap circel
Preparing zone wise report s preparing building stability report s

PREVIOUS PROJECT
BHARATI AIRTEL LTD : AS a associate in FINANCE department from 24nd APR 18 to 30thJUNE19)
RESPONSIBILITY
Base on Financial budget reports for internal and communicating Working on Post-paid and Prepaid orSubscribers' bases with MOU and Rev
Prepaid: providing daily commission details of prepaid   on segment recharges (best Subscribers and daily activated Subscribers) and working for Net Amount Details of prepaid providing Extra analyses which required daily. the Data from different sources Like Win SCP, BI tool and Mails, Preparing Daily, Weekly, Monthly and Ad-hoc Reports by using most advanced MS Access Data base Designing queries and advanced MS Excel formulae as per top management required.
Post-paid: working in bill cycle wise repots providing the Details of   Bill cycle wise summery, Working for adjustment Details of post-paid Subscribers' for any related issue in post Paid Amount
PREVIEWS PROJECT:
IDEA Cellular: Worked as a MIS Executive in marketing department from 22nd June'12 to 23rd APR2018
In prepaid and post-paid Products

RESPONSIBILITY
Prepaid: Working On Recharge product, providing The Reports with Summery wise for U&R team, DATA team, SMS team Accusation Team and Roaming team, Daily Providing the critical RC Tracker, of all Recharges of Subscribers with Summery wise. in daily Activation Base with usage wise and for new offers, working in Loan products for subscriber emergency talk time loan will be recover after recharge, working in segmented offer for subscribers with in critical recharges of 90 Days Activation bases,   providing reports product wise team with usage& rev with Locating wise, and providing reports as per they Required Daily weekly and Monthly wise.
Post-paid: working for daily activated details retailer wise activation Details, and circulating who have a connected with Post-paid activation .sharing the Full Details wise of subscribers activating to Discontinue, Every Month Required new project in Post-paid for provide Targets. Data should be take form SAS, DB2, and company Local path

Preparing monthly COR (circle operating Reports) with PPT. working for my performance,
Every analysis using by: EXCEL ACESS, DB2 SAS

PREVIEWS WORK EXPERIENCE

Worked as a MIS operator in VAISHNAVI Enterprises [AIRCEL cellular distributer]
From 1st Jul '10 to30th Jan '12

RESPONSIBILITY

Preparing MIS reports and circulating on operation level report, Daily and Weekly report basis.

Validating received form of Subscribers.

Data handling in Excel and Updating RC card's which are selling daily wise.

Monitoring and checking activations every minute.

TECHNICAL SKILLS

Operating systems   : Windows , Mac

Software skills   : AutoCAD, MS office

Data Base   : Excel, Access, Power point ,Word. DB2Scheduler. SAS, DARTS

COMMUNICATION SKILLS

I always work with an objective in mind and try my best to achieve it.

Good problem solving skills which help me to identify and resolve problems.

Good computer skills.

Flexible, Enthusiastic and Interested to learn new Trends & Technologies.

Quick learner.

Punctuality, regularity and sincerity at work which I ever take up.

EDUCATIONAL QUALIFICATION

S.S.C from Board of Secondary Education.

Degree from Ambedkar open University

PERSONAL PROFILE

Name   : Kokkonda Santosh Kumar

Father's Name   : Kokkonda Rama Lakshmana Chary

Date of Birth   : 14-11-1988

Nationality   : Indian.

Marital status   : Unmarried.

Languages Known: Telugu, Hindi &English.

Address: 36-260/1, Devammabasthi Jagathgirigutta,

Balanagar, Hyderabad-500037

DECLARATION

I hereby declare that all the statements above mentioned are true to best of my Knowledge &belief.

Date: Place,:   (K SANTOSH KUMAR)

Restricted