



# Krishan Jha

Employee Coordinator

✉ Krishnajha477@gmail.com ☎ +91-9663457980 📍 Bengaluru

📅 1989-03-10 🚩 Indian 🤵 Married 🧑 Male

🌐 [linkedin.com/in/krishna-jha-103b957a](https://www.linkedin.com/in/krishna-jha-103b957a)

## 📋 OBJECTIVE:

Dynamic Employee Coordinator at PricewaterhouseCoopers with a proven track record in employee engagement and effective time management. Skilled in resolving complex technical issues and enhancing compliance across multiple projects. Adept at leading teams and prioritizing tasks to drive efficiency and achieve organizational goals

## 📁 WORK EXPERIENCE:

06/2021 – 03/2025  
Bangalore, India

### **PricewaterhouseCoopers (Objectwin technology Pvt Ltd.)**

Employee coordinator

Responsibilities:

- Directly Reporting to Director.
- Responsible for Onboarding and Offboarding of User in HIA Cleanroom Project.
- Handling Multiple HIA Cleanroom Projects.
- Resolving Technical Issue of HIA Users.
- Handling Quality and Compliance activity for multiple cleanroom projects.
- Providing Evidence to the Auditors for Audits.
- Handling End to End Cleanroom project related requirements.
- Interacting with Early joiners and getting feedback.
- Maintaining data in Excel sheet for Auditing purpose and compliance.
- Maintaining all Incidents and resolve within TAT.
- Making Incident reports.
- Effectively priorities work to ensure efficiency.
- Sending BGV requirement to concern team and getting feedback.
- Schedule meeting with Multiple HIA Project director for Users related updates.

07/2019 – 08/2020  
Bangalore, India

### **Hiveloop Technology Pvt Ltd (Udaan.com)**

Claim Specialist

Responsibilities:

- Handle RTO (Return To Origin) Claims over PAN India.
- Take ownership of each customer while empathizing and prioritizing customer needs.
- Determine customers needs and provide appropriate solutions through relationship buildings.
- Effectively priorities work to ensure efficiency.

09/2018 – 03/2019  
Chennai, India

### **Sulekha.com New Media Pvt Ltd**

Executive Customer Support

Responsibilities:

- Calling SMEs and explaining the digital business solutions offered by Sulekha and the benefit on subscribing us (industry/product/ services).
- Generate appointments every day.
- Convincing Clients, handle clients with empathy and achieve the target as per company SLAs. Follow ups (if any).
- Provide Customer service to existing clients

## EDUCATION:

|                                   |   |
|-----------------------------------|---|
| 2016 – 2016                       | <b>BSc IT</b><br>Himalayan University (Arunachal Pradesh) |
| 2009 – 2009<br>Dhanbad, Jharkhand | <b>Intermediate</b><br>C.B.S.E Board                      |
| 2007 – 2007<br>Bokaro, Jharkhand  | <b>Matriculation</b><br>C.B.S.E Board                     |

## TECHNICAL QUALIFICATIONS:

**Advance Diploma in Fire and Industrial safety**  
from (Bharat Sewak Samaj)Safety Professional Institute in Chennai 2017.

**Hardware and Networking Diploma**  
from JetkingInfotrain (New Delhi) 2012.

**Familiar with operating tools**  
like Microsoft PowerPoint, Excel, Word and the Internet.

## LANGUAGE KNOWN

**Hindi**  
Read, Write, Speaking.

**English**  
Read, Write, Speaking.

## ★ PERSONAL DETAILS

**Name**  
Krishan jha

**Father's Name**  
Bal Krishna Jha

**National**  
Indian

**Gender**  
Male

**Status**  
Married

## ★ DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge. Should I be selected, I assure that I will Endeavour to discharge my duties to the best of my ability and to the satisfaction of my superior

Place :

Date :