|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HARI PRASANNA N**    Email: [saihari161989@gmail.com](mailto:saihari161989@gmail.com)  Address: #19, 2nd Cross, R K Layout, Shettihalli, Bangalore – 560015  +91 9741267764      **CAREER OBJECTIVE**    As a sincere and hard working person, I want to foresee myself as an effective contributor towards the work. I have in-depth capability and motivation to play and effective role and curve a rich role for myself in the organization which I work for.  **WORK EXPERIENCE**    3. Company Name: Green House Plant Production sole Proprietorship llc.  Experience: 15 months - 1st November 2018 to 10th March 2020  Designation: Data Entry Admin  Key Skills: MS Excel Key  Responsibility:   * Interacting with different vendors about the availability of raw materials and purchase. * Raising purchase orders. * Interacting with management team about the planning of materials for huge volume of production. * Interacting with the management and client about client meeting and arranging necessary travel arrangements. * Interacting with the sales team regarding the raw material availability and raw material planning for the sales activity. * Interacting with customers regarding about taking details about their technical requirement. * Updating and keeping track of expenses petty cash in excel file.  1. Company Name: Integrated Plastic and Packaging   Experience: 12 months – 13th  May 2016 to 25th June 2018.  Designation: Process Associate  Key Skills: MS Excel  Key responsibility:   * + Updating warehouse stock information in the excel file.   + Allocating raw material as per work order in the excel file.   + Interacting with internal teams like marketing, supply chain, finance, production , dispatch.   + Interacting with the vendors for raw material delivery.   + Raising purchase orders.   + Interacting with customers about the raw material availability and production status.  1. Company Name: Accenture Solutions Pvt Ltd   Experience: 12 months – 13th  Feb 2016 to 25th Feb 2017.  Designation: Process Associate  Key Skills: MS Excel Key responsibility:  1. Updating and formatting data in excel file.  2. Preparing dashboards and sending across different team’s claims, retail, sales, recoveries, finance teams.  3. Interacting with different team managers about the insights gained from the dashboard.  4. Interacting with the clients about the data and dashboard.  **EDUCATIONAL QUALIFICATIONS**     |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **SL No:** | **Course** | **Institution** | **University** | **Year of**  **Passing** | **Percentage** |  | | 1. | BCA | M N Degree  College | Bangalore  University | 2015 | 60% |   **Technical Skills:**    Microsoft Excel    **PERSONAL DETAILS**    Name : Hari Prasanna N  DOB : 16 March 1989  Sex : Male  Nationality : Indian  Languages Known : English, Kannada, Hindi,Tamil  **DECLARATION**    I hereby declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted.    Hari Prasanna N |
|  |