

MANJU P

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#583/1

Behind Lakshmi Bakery
Near Ganapathi Temple
OPP Sai Garments
Byraveshvara nagara
Metagalli post
Mysore -570016

CAREER OBJECTIVES:

Intend to build a full time career with leading corporate environment with committed and dedicated people, which will help me to explore myself fully and realize my potential willing to work as a key player in challenging & creative environment.

EDUCATIONAL PROFILE:

- B COM .
- BPP- (Bachelor preparatory program)
- PUC
- SSLC

PROFESSIONAL EXPERIENCE:

Organization-UPDATER SERVICES LIMITED (Location-INFOSYS (Mysore) &UDS
Branch Office)

Designation: Desk Attendant,
Store Management,
Training Supervisor.
Executive-Compliance & Audit

Job Responsibility:

1. Back office Help Desk (INFOSYS Mysore):-

Worked as a Help desk attender in INFOSYS Mysore under UDS role, As a Help Desk attender my roles & responsibilities are:

- Communicate between Trainee's/ Employees and Venders.
- Collecting & forwarding the complaint reports from trainee's/ Employees complaints to concern Departments till closure (Electrical, Plumbing, carpentry, civil).

- Conduct induction for new joiners (HK Staffs)
- Update attendance records of the HK staffs.
- Collecting the Lenin inventory reports of the rooms on daily basis.
- Laundromat consumption report updates.

2 Store Management (INFOSYS Mysore)

- Prepare Monthly Requirement of consumables for the upcoming month, based on three points such as a) The present stock in Hand, b) Requests from the concern location supervisors, c) based on the expected arrivals in upcoming month..
- Maintaining the store related Documents such as Consumption report, Inward/ outward.
- Maintaining **LOST & FOUND** department
- Preparation of indent requirement.

3 Training Supervisor (INFOSYS Mysore)

- Conduct Induction program for New joiners, in order to explain about our company.
- Maintaining around 10 people who were working under me, in order to take the work from them in cleaning process.

4 Executive-Compliance & Audit:-

- Taking care of staff end to end problems,
- New staffs ESIC Creation & related complaints handling,
- Audit Document preparation,
- Training implementation,
- Staffs attendance handling.

5. Junior Associate (JJ KELLER) :-

- **Back end support for-**
Data Maintenance.

6. Data Entry for Global solutions pvt Ltd, Mysore as a part time job.

EXPOSURE TO COMPUTER

- Operating System : Windows
- MS Office (Excel, Word, Power point).

PERSONAL INFORMATION:

Name- MANJU P
 Father Name- PADMANABHAN
 D.O.B- 28-01-1990
 Gender- Male
 Language known- English, Kannada
 Nationality- INDIAN
 Marital status- Unmarried.
 Email ID- **manjumysore5155@gmail.com**

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:
 Place: Mysore

Yours truly
 MANJU P