**MANJUNATHA H S Email** **:** manjuhalenahally@gmail.com

Halenahalli  **Mobile : +**91 9880026971

Sira Taluk

Tumkur District -572 125

**CAREER ASPIRATION :**

Seeking a responsible job with an opportunity for professional challenges and career growth

**PROFESSIONAL EXPERIENCE :**

Company Name : GOGO International Pvt Ltd, Bangalore

Designation : Costing and MIS executive

Period : 27 July 2016 to 20 May 2017

**ROLE AND RESPONSIBILITIES :**

* Preparation and follow up of Post Shipment costing by using ERP software
* Collection of data from Fabric, Purchase and Shipping departments for cost sheet preparation
* Weekly and monthly MIS reports preparation
* Fabric and Purchase data updation by using ERP software

Company Name : Retail Fixtures and Furniture Pvt Ltd, Tumkur

Designation : Project Coordinator

Period : 25 Jan 2011 to 10 Feb 2015

**ROLE AND RESPONSIBILITIES :**

* Prepare the project proposals, timeframes, scheduling and monitoring of projects
* Act as point of contact and communicate project status adequately to all participants
* Coordination of activities, resources, equipment and information
* Coordination with workmanship, administration ,production manager and supervisor
* Maintaining digital, paper file system and also dispatch material status
* Place orders for supplies, services and handle the customer service enquires
* Order necessary raw material, hardwares for projects, separation of raw material and follow up of different projects
* Assist day to day departmental activities

**PROJECTS HANDLED :**

Bangalore Metro Rail Project (BMRCL),Pothys Super Market, MegaMart, Metro Shoes Ltd

Allen Solly,Show Off, CrossWord,Shoppers stop,@ home

**ACADEMIC CREDENTIALS :**

* B E in Industrial Engineering from Siddaganga Institute of Technology, Tumkur in 2010
* P U from Vidyavahini PU College, Tumkur in 2006
* SSLC from Govt junior College Chikkanahalli, Sira Taluk, Tumkur District in 2004

**STRENGTHS :**

* Maintain coordial relationship with all levels of organisation
* Willing to learn
* Dedication towards work
* Self motivated with a flexible attitude and be able to adapt quickly to change

**TECHNICAL SKILLS :**

* + MS Office (Word, Excel,Power point,Outlook)
  + Basic Auto CAD and Solid Edge
  + Basic ERP
  + Basic Operating System

**FIELD OF INTEREST :**

* + Production and planning
  + Quality Control, R and D
  + Purchasing and maintainance

**PERSONAL PROFILE :**

**Date of Birth :** 25 Oct 1988

**Marital Status** **:** Single

**Nationality**  **:** Indian

**Religion** **:** Hindu

**Languages Known :** Kannada, English and Hindi

**Hobbies :** Listening music, Reading books

**DECLARATION :**

I here by declare that all the above furnished details are true to the best of my knowledge

(MANJUNATHA H S)