

Harsh PK

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Summary

Management professional with more than 10 years of excellent career track in Administration, IT, Education, and service Industry. Experience demonstrating expertise in Technical Support, Office Administration and Operations Management. Have been successful in building strong relationships within the industries, initiating cost-effective measures, improving ongoing processes, and leading multicultural workforce using professional skills in decision making, problem solving, and management. Looking forward to utilize my skills, experience and sensibility to derive satisfaction, by self enhancement, prosperity, attainment of team goals and by maintaining work life balances. The satisfaction thus derived can be referred to as happiness or success, the final Objective

Education

BE from KARUNYA INSTITUTE OF TECHNOLOGY Coimbatore (Anna university)

ELECTRONICS AND TELECOMMUNICATION ENGINEERING
Graduated May 2009 with 6.39 cgpa

DIPLOMA

MODEL POLYTECHNIC KALLIYASSERY KANNUR In Electronics and
Telecommunication Technology with 78% (APRIL 2003)

SSLC

GHS CHERUTHAZHAM KANNUR
In March 1998 with 78%

ADDITIONAL SKILLS

- Microsoft office (word , excel and PowerPoint)
- Html, , oracle ,dbms, vmwere
- Excellent typing and letter drafting skills
- Excellent communication in English and Hindi

Employment History

COMPUTRON Kannur

DESIGNATION: OPERATION MANAGER (OCTOBER2012 – JANUARY 2019)

Duties and responsibilities

- Heading Entire Operations for 4 branches spread across Kannur District with a team strength of 34 members.
- Planning and implementations of necessary changes in all operational aspects (Manpower planning, Staff Allocation, Material Allocation etc) from time to time.
- Cross Functional Co-ordination with Finance, Marketing and Human Resources for smooth functioning.
- Sent monthly and weakly report to clients and management.
- Frequent coordination with the marketing department to ensure the target.
- Store Inventory Management – Keeping Buffer Stock and Re-order planning.
- Profitability Analysis and Cost Control.
- Implement and maintain a computer of 40 systems
- Ensured timely Operational Reports showing progress and cost accountability to Top Management.
- Participate in client meetings and (update contracts /implement new projects)
- Set up the infrastructure for online examinations
- Schedule and conduct various online examination(Sikkim manipaluniversity,tcs).

TCIL ITKannur Kerala

DESIGNATION: ASSISANT MANAGER (JULY2011 – SEPTEMBER2012)

Duties and responsibilities

- Heading Entire Operations of a team strength of 27 members.
- Planning and implementations of necessary changes in all operational aspects (Manpower planning, Staff Allocation, Material Allocation etc) from time to time.
- Cross Functional Co-ordination with Finance, Marketing and Human Resources for smooth functioning.
- Schedule supervision and Department Audit.
- Store Inventory Management – Keeping Buffer Stock and Re-order planning.
- Profitability Analysis and Cost Control.
- Ensured timely Operational Reports showing progress and cost accountability to Top Management.
- Training the candidates who comes under telecommunication

HCL CHENNAI

DESIGNATION: TECHNICAL SUPPORT OFFICER (MAY2009– JUNE2010)

Provide back office technical support over telephone for BT broadband customer)

- Take line fault cases from the tool
- Conduct the customer and perform the basic diagnostics
- Run line checks and perform line checks
- Transform un successful cases to engineering department

LANGUAGES

ENGLISH : FLUENT

HINDI : FLUENT

KANNADA : Conversational

TAMIL : Conversational

MALAYALAM: Mother Tongue

PERSIONAL DETALES

NATIONALITY : INDIAN

DATE OF BIRTH : 08/01/1983

MARITIAL STATUS : MARRIED

FATHERS NAME : P K NARAYANAN ADIYODI

PASSPORT : P5352201 VALID TILL 10/01/2027

BLOOD GROUP : O+VE

DECLARATION

I Hereby declare that the above information furnished by me to my knowledge is true

20/8/2019

HARSH PK

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