




HARISH ANAND


PROJECT MANAGER


PROFILE


A multi-skilled professional with a superb track record of managing complex functional projects in various environments. Able to manage stakeholder expectations and willing to take full responsibility for the delivering of project objectives. Harish is an easy going individual who enjoys challenging & diverse roles and confident working with technical experts from any industries. Presently looking to join a company that rewards effort and initiative, whilst at the same time providing plenty of progression and development opportunities to its employees.


CONTACT

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 harishanand096@gmail.com

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COVER LETTER

Dear Sir/Mam,

I am glad to introduce myself as; I am interested in applying for the full time position available in your company. I am looking forward to a job responsibility in the IT Project Manager, Key Account Manager, Project Management, Project Coordinator, Business development, Operation Manager, E-Commerce Manager.

My undergraduate and graduate course work and Projects in addition to my work experience have helped me to set up a strong foundation to grow as an Electrical Engineer. I would put my stakes on my ability to ramp up steep learning curves and my good work which is relevant from the variety of projects I have worked on. I surely believe I would turn out to be a valuable asset in your Organization if given the opportunity. I strongly believe that in a working Environment such as your esteemed Organization is conducive to fulfill my Aspirations.

I gained valuable practical experience during my Industrial work Experience. Which I think would be of great use now. Adding on to my Academic Skills, I can specify some of my positive Attributes gained through my Exposure to the outside world like,

- Effective Communication Skills.
- Ability to work in group coherently.
- Hard Working Nature, Professional and positive Attitude.

I am looking forward to discuss as a position of IT Project Manager, Key Account Manager, Project Management, Project Coordinator, Business development, Operation Manager, E-Commerce Manager.

If given the Opportunity. If you would like to contact with me so please call or Email me. I eagerly seek an Opportunity to hold aloft the reputation of your Organization in the Competitive world with my own original Contributions. I close with great hopes and aspirations.

Sincerely

Harish Anand



CURRICULAM VITAE

HARISH ANAND

PROJECT MANAGER

PROFILE

To excel professionally in an inspiring environment where I can effectively contribute my skills and abilities for a growth oriented organization of today's Competitive Business while being resourceful, innovative and flexible.

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LANGUAGES

- English
- Hindi
- Tamil

EXPERIENCES

VS Design Worx Pvt. Ltd.

Project Manager

03/2019 – Present

- Monitoring project risks and scope creep to identify potential problems and proactively identifying solutions to address them in advance.
- Ensure that all projects are delivered on-time, within scope and within budget with detailed project plan to monitor and track progress.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project.
- Track project performance, specifically to analyze the successful completion of short and long-term goals.
- Monitoring staff & team performance and also Action on client feedback.

Kaanch Decor Pvt. Ltd.

Key Account Manager

04/2018 – 03/2019

- Expand the relationships with existing customers by continuously proposing solutions that meet their objectives.
- Ensure the correct products and services are delivered to customers in a timely manner.
- Resolve any issues and problems faced by customers and deal with complaints to maintain trust.
- Prepare regular reports of progress and forecasts to internal and external stakeholders using key account metrics.
- Managing communications between key clients and internal teams.
- Meeting all client needs and deliverables according to proposed timelines.

SMTC Life Styles Pvt. Ltd.

E-Commerce Manager

02/2016 – 04/2018

- Manage all online activity in relation to traffic acquisition, sales, conversion and testing and reporting.
- Develop and implement e-commerce strategy in order to improve website performance.
- Approved products details and resolved fit, quality, productions, cataloging, dispatched and delivery issues.
- Upload products excel content sheet on all Online shopping portals and product promotions.
- Establish and maintain relationships with third parties/vendors. Handle objections by clarifying, emphasizing agreements and working through differences to a positive conclusion.

SKILLS

- Project Management
- Client Relationship Management
- Team Management
- Business Development
- Manual Testing
- E-commerce
- SEO
- Maintenance Engineer
- MS Office

STRENGTHS

- Team Work
- High Confidence Level
- Flexible & Smart Work
- Good Communication
- Client's Relations

HOBBIES

- Capturing moments
- Feeling the music
- Every kind of sport
- Cooking
- Fun with internet
- Chatting with friends

UMA International, New Delhi

E-Commerce Executive

02/2014 – 02/2016

- Approved products details and resolved fit, quality, productions, cataloguing, dispatched and delivery issues.
- Dealing with the vendors, negotiating rates with them, deriving work from them, ensuring that the vendors provide quality goods and services and handling various other related tasks.
- Personnel need to fix up meetings with the vendors in order to discuss about the products and services being provided by them.
- Manage all Online Shopping E-Commerce Portals.

Fomra Electrical, Chennai

Marketing Executive

08/2013 – 01/2014

- Collecting the database of the customers.
- Preparing and releasing Quotation to the Customers.
- Lead the marketing programs for branding and lead generation.
- Determining marketing objectives and preparing annual budgets.
- To identify sources for improving company's relationship with media.
- Developing training programs for the people in marketing team.
- Negotiated with the suppliers and vender's regarding distribution contracts.
- Introduced improvements in business strategies based on Customers feedback.
- Developing marketing reports to be presented at meeting of top management.
- Understanding need of the customers, Calling the customers and visiting them.

K. S. Precesion Components Pvt. Ltd. Chennai

Electrical Maintenance Engineer

05/2012 – 06/2013

- Troubleshoot and adjust moulding parameters to maintain quality and maximum product output.
- Lead a small team of people in execution of daily production tasks, work scheduling, training, maintenance and in continuous improvement.
- Coordinate tooling and equipment availability, repair and maintenance.
- Respond to problems by performing corrective technical or electrical as well as mechanical solutions.
- Maintain positive employee relations and adhere to Company policies, safety standards, and good housekeeping practices.
- Coordinate with outside vendors regarding maintenance and repair for tooling and equipment.
- Check all safety features provided in the machine and their correct functioning.

EDUCATION

Saveetha School Of Engineering Chennai, India **BE "Electrical And Electronics Engineering"** **07/2008 – 05/2012**
Completed BE from Electrical And Electronics Engineering with 73% from Saveetha School of Engineering, "Saveetha University"

R.K.P.L.D. Kisan College Patna, India **SSC, 12th, Science** **06/2006 – 03/2008**
Completed 12th Science with 58% from Bihar State Board, Patna

Bal Vidya Niketan Patna, India **HSC, 10th** **02/2003**
Completed 10th, Science with 61% from CBSE Board

PROJECTS UNDER

- Lead Management Solution
- Vendor Management System
- Donor Service Solution
- e-School Management Solution
- Website Development
- HRMS & Intranet Portal
- Inventory System
- Students Portal
- Parent Portal
- CRM
- Content Management System CMS
- Billing Software
- ERP Solution
- E-Commerce Solutions
- Mobile Application Development
- Maintenance and Support
- Digital Marketing - CEO

PROJECT MANAGEMENT SKILLS

- Experience of working in a multi vendor environments.
- Good conflict management and prioritization skills.
- Can understand and document project requirements and dependencies.
- Manage technical process and resolve technical issues.
- Excellent documentation & report writing skills.
- Experience of managing change within CRM, Marketing and Finance systems.
- Demonstrated ability to work with and support cross-functional project teams.
- Ability to manage multiple projects simultaneously and under pressure.
- Strong attention to detail and focus on task completion.
- Internal and External Stakeholder Management.
- Commercial awareness & business acumen.
- Ability to gain results of new or existing project through our team.
- Able to continuously meet targets and surpass expectations.
- Ability to get on with all levels of people and possess strong relationship

BUSINESS IMPROVEMENT

- Improve an organization's market position and achieve financial growth.
- Work with team to develop proposals that speaks to the client's need, concerns and objectives.
- Handle objection by clarifying, emphasizing and working through differences to a positive conclusion.

ACHIEVEMENTS

- District Badminton championship, Bihar.
- Got first prize in project (PIR Humanoid Based Home Energy Saver).
- Got first prize in Wind Mill Project.

PERSONAL TRAITS

- Positive attitude and a pleasing personality.
- Good communication and interpersonal skills.
- Always striving to work hard to achieve objectives.
- Ability to mold oneself according to the needs of the organization.
- Can be able to perform outstandingly under work pressure.

DECLARATION

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience.

DATE:

Place: New Delhi

Signature

(Harish Anand)