##### ( MIS Reporting, Primavera, MS Excel, MS Access, VBA)

**OBJECTIVE**

Challenging Position in a reputed company that offers professional growth with utilization of personal capabilities, educational skills and acquired experience.

**SUMMARY**

* Experienced in monitoring, preparing various MIS Reports, Power point presentations.
* Coordinate and control document processing, maintain upto date tracking of records
* Draft correspondence letters/ mails.
* Skilled Excel Specialist with strong knowledge and experience of excel functions, Graphs, utilizing Lookups, logical functions and auto filters. Ability to understand/ manipulate macros using VBA codes.
* Updating and monitoring site activities using Primavera.
* Excellent familiarity with all Microsoft Office Applications.
* Good analytical and problem-solving abilities coupled with ability to adapt to new task and challenges.
* Experience in developing and maintaining access database, using SQL Queries. Worked on MS Access for generating reports, building applications.

**Srinath Sanitarywares, Bangalore** (August 2014 to November 2015 as Senior Admin)

Srinath Sanitarywares is a retail showroom that supplies Sanitary/ Bathroom fittings to builders, contractors & customers.

* MIS Reporting – Preparing / analyzing various reports like Productwise analysis, Target Vs Attained analysis, Stock Variance reports, Salesman Performance analysis.
* Drafting correspondence mails/letters.
* Raise Purchase Orders, follow up with suppliers for timely supply of materials, Cross check Invoices against PO.
* Purchase Invoices Entry, Printing of cheques, maintaining Creditor accounts.
* Sales Invoice generating, Credit Note Entries, maintaining debtor accounts, generating eSugam for transportation
* Developed application for generating Productwise/Salesmen performance analysis, verifying and tallying accurate purchase entry, employee time management.

**JGC(Japan Gulf Corporation), Abudhabi UAE** (September 2010 to July 2013 as Schedule Control Clerk)

JGC is an EPC company that deals with Consulting, planning, basic and detailed design, materials and equipment procurement, construction, commissioning, operation and maintenance services for various plant (Oil & Gas, Power) and facilities.

**Responsibilities**

* Prepare the **Weekly Progress Report.** Consolidate data received from different sub-contractors and calculate weekly progress using Excel as per company standards.
* Prepare the work progress S-Curves (Plan vs. Actual), two week Look ahead, delay analysis
* Prepare various progress reports of Civil, Structural, Equipment, Piping, Electrical & Instrumentation etc.
* Experienced in Document control : Receiving documents/ drawings, scanning, copying, filing etc., maintaining document register. Drafting correspondence, updating transmittals for distribution of documents.
* Helped in generating RFI(Request for Inspection) and update IR(Insp. Report) in iCMS.
* Prepare Weekly Manpower Reports - Compiling Manpower Data from Subcontractors and calculate and report Cumulative Manhours, FWBSwise, Disciplinewise manpower/ Manhour. Prepared a Module in MS Access to import data from MS Excel to produce above said reports.
* Updating Productivity Curves, Monthly Manpower Histogram, Site manpower Report using above said reports.
* Daily monitoring site activities progress.
* Prepare Piping progress reports, update ID wise Curves using data from CMS (Construction Management Software developed JGC Engineers for monitoring Piping Progress)
* Take the construction progress photos monthly.
* Experienced in Project Job Close-out Reports.
* Worked on Primavera 3.0(P3) for updating site activities, monitoring Planned Vs Actual progress, Milestone achievements etc., got exposure on P6.

**Srinath Sanitarywares, Bangalore** (May 2008 to August 2010 – Designation : Admin)

* Utilize PC based programs with high level of proficiency in the use of MS office including Word, Excel, Power point and other related applications to compile data and prepare monthly reports for submission to upper management.
* Monitor and control perform system administrator functions for Rainbow Deluxe Software.
* Sales Billing, maintaining inventory, checking the physical stocks regularly
* Maintaining Creditor/ Debtor Accounts
* Checking mails, replying to the mails, preparing quotations.

**Infotech, Bangalore**  Period : (July 2005 to April 2008)

* Visco Infotech is a software development company, developing billing / inventory applications for Provision stores / Super Market stores
* Involved into designing, coding and testing of client server applications.
* Work exposure is mainly on Visual Basic and MS Access.
* Install the software at client site, train them & carry out modifications required.

**SOFTECK (P) LTD., Sirsi** (July 1999 – May 2005 as Senior Programmer

**Responsibilities :**

* Beginning in July 1999 to July 2001 worked as Coordinator for Nest Computer Sirsi (Training center) a Unit of Real Softeck (P) Ltd., Job profile included training students on VB, FoxPro, C & C++ programming.
* From August 2001 to May 2005 worked as Programmer
* Installation of applications on client locations.
* Training the customer about the applications, handling their queries.
* Collecting modification requests and sharing the same with Developers, and updating the software on client locations.
* Application development/ enhancement and report generation using Visual Foxpro.
* Requirement gathering, designing and coding of the applications.
* Implementing the applications, handling the customer queries.
* Making enhancement to the application as per customer request.

**ACADEMIC DETAILS**

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| --- | --- | --- | --- |
| Course Name | Board of Examination | Year of Passing | Class |
| Diploma in Electronics & Communication | Karnataka Technical Board | 1997 | First |
| XIIth | CBSE | 1994 | First |
| 10th | Karnataka Board | 1992 | Distinction |

**COMPUTER SKILLS**

* **Operating System** : Microsoft Windows 2007, Microsoft Windows XP
* Application Software : Microsoft Office Applications
* Exposure on **MS Excel** with Macros
* Proficient in Visual Basic and Visual Fox Pro.
* Worked onVisualFox Pro 7, Ms Access, MS SQL Server 2000

**Personal Information**

Date of Birth : 18-03-1976

Hobbies : Reading, Surfing Internet, Listening Music.

Nationality : Indian

Languages Known : English, Hindi, Kannada, Konkani.

**First Name of Application CV No:** **1705188**

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