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**HARISH**

**C/o-Mobile No. +971505891826**

**Email id:** [**harish.341980@2freemail.com**](mailto:harish.341980@2freemail.com)

**Total Experience: - 5.2 Year’s**

**EXECUTIV ADMIN & BACK OFFICE OPERATION**

#### CAREER OBJECTIVE:-

Seeking a position to utilize my skills & abilities in an Industry that offers professional growth while being resourceful,

**SPECIFIC STRENGTH:-**

* Ability to work independently and as part of a team.
* Strongly self-motivated, creative and willing to assume responsibility.
* Good co-ordination and co-operation with the team.
* Adept at learning and adaptable to diversify work environment.
* Proficient in Microsoft Word, Excel, PowerPoint,

**ACHIVEMENT: -Achieved Tenders & Working with -**

* **MP-PWD**,(Madhya Pradesh Public Work Department)
* **CPWD** (Central Public Work Department)
* Madhya Pradesh Laghu Udhyog Nigam,
* **BHEL** (Bharat heavy Electrical limited )
* **IR** (Indian Railway),
* Central Government Project, IISER, AIIMS,IIFM,NIFT,IHM,
* WCL (**Western Coalfields Limited)**,
* Other Gov. Semi Gov & Private Sector,

**PROFFESIONAL EXPERIENCE:-**

**Surya Enterprises & Surya Pipe Works Bhopal,**

**Executive Admin & operation, 1st Aug. 2013 to Present,**

* Create and support client retention strategies for existing customer base and for new customers.
* Concerns & Complaints, Resolving of individuals/Corporate clients.
* Handling Customer Centric Operation & Ensuring Customer Satisfaction by Regular Analysis and up Gradation of Delivery & Services Quality Norms.
* Strengthened working relationships with clients, utilizing excellent communication techniques.
* Strive for success and growth.
* Generate Enquiry by telephonic and cold calls or personal.
* Maintain Daily sales report and send to Reporting manager.
* Handle Day-To-Day working in M P Laghu Udhyog Nigam
* Maintain all tendering work.

**Impression Furniture Industries,**

**Office Executive: - 1st Jan 2012 to 25th July 2013.**

* Generate Enquiry by telephonic & visit
* Follow-up production process as per order requirement.
* Sales order posting & Inspection Letter put-up in MPLUN
* Material inspection by QC team
* Payment recovery status & follow-up.
* Maintain Debtors list/ statement etc
* Prepare all invoices like commercial invoice, profarma invoice etc.
* Make Quotation & mail to Parties & Received Parches Orders.
* VAT Certificates follow-up.
* Registered Complain against supply & resolve it.
* Dispatch-sheet Complication.
* Search Govt. or privet Tenders By further sources.
* Maintain all tendering work.
* Prepareletter, required documents quotation, EMD Bank Guarantee for Tender & Summate On before due time.
* Update day to day reporting to Boss Regarding Payment & Debtor list.
* Maintain production planning Sheets, i.e. achieve sheet, Daily Production Sheet, Week Plan & Discuss with production department about it.

#### EDUCATION QUALIFICATION:-

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| **COURSE** | **COLLEGE/UNIV.** | **YEAR** |
| MBA | Barkatullaha University Bhopal, | 2015 |
| B.Sc. | NSCB college, Sarni (Betul) M.P. | 2008 |
| 12th | Higher secondary School, Pathakhera, (Betul) MP | 2005 |
| 10th | Higher Secondary School,Pathakhera, (Betul) MP | 2003 |

**COMPUTER SKILLS:-**

* Basic Knowledge of MS Office,
* Operating system – Microsoft Windows XP Professional, Win. 98. Win. 7. Win. 8 ,

**CORE COMPETENCIES:-**

• Team Management • Business Development Management • Marketing Management.

**PERSONAL PROFILE:-**

Nationality : Indian

Date of Birth : 10 Jan. 1987

Languages Known : English, Hindi

Hobbies: Listening to Music.

Strengths : Self Motivated & Positive Thinking.

**DECLARATION:-**

I hereby declare that all the above information given is true to the best of my knowledge.