**CURRICULUM VITAE**

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|  DARSHAN  |
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Darshan

E-mail: darshan.370158@2freemail.com

**Profile and Objective**

My role is to fulfill organization requirement and make a difference in the organization with creative thoughts and best use of my knowledge with passion and hard working.

**Corporate view skills**

Analytical, Quick learner, Leadership, Power to adjustment, Positive attitude, Good communication skill,Payroll processing.

**Technical Expertise:**

* **Senior Project coordinator** with 3 years of experience..
* Experience in coordinating with Payroll processing and finance management
* Expertise in gathering, analyzing and documenting business requirements and developing Business Requirement Documents and Functional Requirement Specifications.
* Excellent experience in Implementing, Configuring and working on HRMS and Finance modules.
* Excellent understanding of project issues, ability to work independently or in team.
* Good knowledge on writing and oral communication skills with ability to communicate

 appropriately in business and technical situations at all levels.

* + Expert in Assisting with business cases.
* Expert in Planning and monitoring
* Good at Eliciting requirement and requirement analysis.
* Good at Requirement Organizing,translating and simplifying the requirement.

**Workexperience**:

* Currently working as **Senior Project coordinator** at Prasanna Technologies Pvt Ltd, Mangalore from April 2014.
* Previously worked as **Technical support executive** in Mphasis.

**Job Roles:**.

* Coordinating the surveyor hiring process to capture the Images and Lat-longs of DTC’s.
* Providing training for the hired.
* Employee database creation .
* Collecting and storing all necessary documents with consent signoff.
* Placing the hired surveyors and employees at various location.
* Salary Generation, Arrears settlement ,transfer ,promotion, pay revision pay fixation, bonus, increments, leave management ,lien management and pension
* Providing assets to the trained employees with Goods received note, Pre and Post inspection at store.
* Verification of documents .
* Ensure timely response and assistance availability for all located employees.
* Communicate to clients and understand their business requirements.
* Document client requirements thoroughly and get "sign-off"
* Map client requirements to the system.
* Configure requirements as per client and facilitate manpower.
* Identify requirements and coordinate with team to ensure customer is satisfied with solution.
* Creating workshops for the newly hired, UAT/Testing of solution provided in conjunction with client representatives
* Visiting and meeting prospective clients in their office to get details for their requirements, coordinating with the team to send proposals & close the deal along with business development person
* Meet potential clients by growing, maintaining, and leveraging the network.
* Work with sales/technical staff to provide proper solution to client
* Arrange and participate in internal and external client meetings.

**Projects handled:**

* **Senior Project coordinator** role for "**Energy-Sync" HRMS Software Development for MESCOM and HESCOM,**

This project is being developed for Government Sector of Power Supplying Company where the entire HRMS division shall be handled by the application. The Application shall include Leaves, Salary Generation, Allowances, Retirement Benefits, Proposals, Application for various Occasions, Advance Payments and various other modules that helps the HR department to perform their task easily. Worked in below modules

Employee’s Application and Proposal Management, Leave Sanction , Earned Leave Surrender , Transfer, Loans and Advance ,promotions, Salary generation ,lien management ,pay fixation ,arrears calculations ,Income tax ,pay and emoluments, pension ,various recoveries.

* **Senior Project coordinator** role for **"Energy-Sync" Accounts and Finance Project for MESCOM and HESCOM,**

 This project was developed for a Government Sector Power Supplying Company where the Accounts and Finance related of the company will be completely handled by this software. The company has a provision to begin the Bill passing and complete the process all the way until Journal voucher entry. The software includes Bill passing, Fund requisition, Fund reimbursement, Cheque entry, Pricing and many other Process that are done by the Board

**Academic Record:**

* Bachelor of Business management at **Mountain view college ,Chikmagalur**
* PUC at **Sharadha Pre university college ,Mangalore.**.
* S**SLC** at **Model English School ,Chikmagalur.**

**Achievements:**

* + Achieved Summit award for project on at Mphasis.
	+ Participated Relay in the District level sports meet in school .
	+ Participated and won prizes in the University level Cricket championship.

**Hobbies:**

Listening to music, Singing, Playing cricket, Reading novels.

**Personal Information**:

Date of Birth : 14 May 1988

Sex : Male

Languages known : English, Hindi, Kannada, Tulu,Tamil

Nationality : Indian