**HARISH**

**Bachelor of Engineering in Electronics and Communication** E-mail: harish-392572@2freemail.com

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**Profile Summary**

* A competent professional with 3 years of experience in:

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| --- | --- | --- |
|  Key Account Management |  MIS Generation |  Team Management |
|  Market Research and Penetration |  Business Development |  Administration |
|  Branding and Promotions | ~ Sales |  |

* Conversant with the execution of HR related activities in coordination with internal / external departments for smooth business operations.
* Abilities in identifying needs across levels through mapping of skills required for particular position and analysis of the existing level of competencies.
* An effective communicator with excellent analytical/logical skills and an ability to relate to people at any level of business to accomplish, set revenue and business targets.

**Organisational Experience**

Dubai(January’18 –till date)

* Business Administration and handling of client’s requirements
* Preparation of financial statements and maintaining the reports
* Preparation of MIS and analysing
* Preparation of presentation for the monthly review meeting
* Promotional activities and marketing through social media
* Network configuration, maintaining the internal IT requirements
* Payroll management

Bangalore(April’17 – January’18)

* Administration of the company
* Analysing client’s requirement for IT, web designing, software development and e-commerce maintenance
* Recruiting and deployment of IT resources
* Resource management and payroll management

Coimbatore (Aug’16 – Mar’17)

* Managing director for web development and digital marketing
* Analysing the requirements, estimating the process of mobile application
* Managing the network configuration of systems
* Accounts management and Client management
* Sales and marketing of ERP product

**Computer Proficiency:**

* Platforms Used : Windows, Ubuntu, MacOS****
* Networking****

**Academic Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/Examination** | **Institute** | **Board/University** | **Year** | **Aggregate** |
|  |  |  |  |  |
| B.E (Electronics and | Coimbatore Institute of Engineering | Anna University | 2012-2016 | 6.43 |
| Communication | and Technology |  |  | CGPA |
| Engineering) |  |  |  |  |
|  |  |  |  |  |
| H.S.C | Jaycee Higher Secondary School | State Board | 2011-2012 | 86.25% |
|  |  |  |  |  |
| S.S.L.C | GKNM Higher Secondary School | Matric | 2009-2010 | 86.4% |
|  |  |  |  |  |

**Certifications and Achievements:**

* Recognised for the exponential growth in Accounting Services LLC.
* Increased the employee’s strength in 3 months in Ancit Consulting.****
* Achieved the best presentation for pitching the project in Business incubator****
* Completed course on diploma in computer application (DCA)****
* Attended hands-on training on electronic devices****

**Social Engagements:**

* Having an experience in writing book along with editors and designers for the book called IBCN 2017.
* Took part in the cancer awareness campaign with human safety care society.****
* Undergone leadership training by Keymind and Rotaract.****
* Part of blood donation campaign.****
* Volunteer for MC3 team, aimed to plant the 1 lakh trees on road sides.****

**Personal Information:**

****

DOB

Languages known

Hobbies

Visa Status

: 09-07-1994

: Telugu, Tamil, English, Hindi

: Playing Guitar, Hangout, Reading Books, Watching movies

: Employment (Transferrable)

Driving Licence (UAE) : In progress - Final stage

****

**Declaration:**

I Harish hereby solemnly declare that all the above said particulars furnished by me are true to the best of my knowledge.

Place

: Dubai

Yours Faithfully,

Date

:

Harish