**HARIPRASATH.P**

 **Contact: +91 9884822315**

 **E-mail:** **harrygreny@gmail.com**

**Professional Summary**

 Articulate and accomplished admin executive and recruiter experienced at keeping an office running smoothly. A communicator and collaborator who is efficient in planning, organizing, and executing meetings and conferences. Comfortable with projects that require multi-tasking and flexible with changing priorities.

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Institution** | **Year** | **Score** |
| **B.E. (CSE)** | Anna University | Apollo Engineering College | 2012 | 6.5 cgpa |
| **DIPLOMA** | Dote | Pallavan Polytechnic college | 2009 | 80.7% |
| **SSLC** | State Board | S.S.K.V MAT Hr.Sec School | 2006 | 51.7% |

**Work Experience**

 **Admin Executive 2019- Current**

 **Abhi Vairavan Plumbing Co**

 **Kodambakkam**

* Prepare quote comparisons & first level negotiation.
* Handled IT Software / Basic Software related trouble shooting

Software Service / Trouble shooting coordination from Software supplier
preventive Maintenance of Computer and related peripherals

* Fixed assets , Gift item , Printing and Stationary Items purchase and Maintain in excel sheet
* Maintaining & Repair the EPBX, Electrical and Networking issue in system.
* Handling the petty cash and the monthly office expense.
* ID card / Uniform Arrangement and Vehicle Insurance, Engine Oil , Service -

 details are maintained in Excel sheet

* Verifying the transport payment and track the vehicles, process the payments to accounts department.
* Manage contractual manpower like Security, Housekeeping, Electrician & carpenter.
* Maintains Accurate Records for Employee, Attendance and arranging Both Internal and External Events and Functions
* Coordinate to HR ,Screening & short-listing of candidate's profile, joining formatles ,payroll processing, maintaining statutory registers under the Contract labour.

 **Admin & Recruiter 2017 – 2018**

**Syllabus Plus**

**Urappakam**

* Manage office operations and delegate tasks to administrative assistants.
* Sourcing and attracting candidates by using database, social media etc.
* Designing and implementing the overall recruiting strategy.
* Conducting interview and filtering candidates for open positions.
* Update office policies regarding business software and its use.
* Organize group meetings and seminars at the location.
* Handling the petty cash and the monthly office expense.
* Write all routine executive office correspondence.
* Maintain files and contact lists on all executive mobile devices.

**Administrative Officer 2014 – 2017**

**Amirtham Educational Charitable Trust**

 **Walajabad**

* Answered incoming calls and properly routed them according to office procedure.
* Verifying the transport payment entry and check with accounts.
* Attending the School regarding meetings conducting by CEO office.
* School & college student’s details upload in related portal.
* Made copies and transferred files to thumb drives as requested.
* Updated office supply ordering to optimize the supply budget.
* Initiated a travel expense filing system with Excel spreadsheets.
* Handling the petty cash and the monthly office expense.
* Made travel arrangements for executives and updated them based on changing schedules.
* Organized on-site meeting arrangements and schedules.

**Skills**

* Independently handle Admin duties
* Supervising and mentoring our office staff and delegating assignments to ensure maximum productivity
* Manage the daily activities of the Housekeeping department to include appropriate cleaning of seating areas, washrooms, and all common spaces
* Coordinating office activities and operations to secure efficiency and compliance to company policies
* Ensures the proper maintenance of all equipment; makes arrangements for repair and/or replacement of used and damaged equipment.
* Track, Process, and renew Insurances on time
* Schedule, coordinate and follow up meetings, appointments, travel arrangements

**Technical Skills**

* Knowledge of creating and managing spreadsheets
* Able to repair minor faults in office machines, printers, scanners & electrical issue
	+ Excellent know-how of Google Docs, Drive etc.
	+ Adept at using social media to create and maintain company’s presence
* Proficient in using the Internet. Email and job search engines portal.
* First-hand experience in resolving minor troubleshooting issues on personal

computers and laptops

**Personal Profile**

 **Date of Birth :** 14-SEP-1990

 **Father’s Name :** PATTABI.C.S

 **Address :** No: 31/105, Shanthi Nagar

 2nd Avenue Chengalpattu-603002.

 **Gender :** Male

 **Languages :** English, Tamil

 **Hobbies :** Hearing Music. Reading technology blogs,

 Search new innovations.

**Declaration**

 I hereby declare that the details provided above are true to the best of my knowledge.

 Sincerely,

Place:

Date: (HARI PRASATH.P)