

RESUME

A.HARIHARAN

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PALAVANTHANGAL,
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OBJECTIVE

Seeking a challenging environment, providing brain thrust, resource stimulation, and enhancement of creativity, originality and professionalism, better prospect for the future financially and educationally. I am also looking to establish long term employment in a friendly environment.

WORKING EXPERIENCES

- ✓ **ACCENTURE SERVICE PVT LTD** at Chennai Sholinganallur
[NOVEMBER 2016 – July 2020]
Position: Transaction Processing Analyst.
Now i an **Ready to join immediate.**
- ✓ **RR DONNELLEY INDIA OUTSOURCE PVT LTD** at Chennai
[JANUARY 2012 – FEBRUARY 2016]
Position: Document Specialist.
- ✓ **NOKIA INDIA PVT LTD** at Chennai
[JANUARY 2007 – JANUARY 2008] **Position:** OPERATOR / Transporter

WORK PROFILE

ACCENTURE

- ✓ **Role** : Airway billing process, picking the consignment from the batch manager and start keying the all the information to the Client tool. Keying all the information like Customer address and Receiver address of the shipment and the other details of the products like weight measures and what is the service type of the consignment and all the necessary information capturing in to the Client tool Correctly and save it to the server.

- ✓ Responsibility : On-Time Complete the consignment with in the TAT. Quality Assurance 100%
 - : Perform Quality check also all the user consignment on the next day.
 - : When Ever the Client Server Slowness issue means at the time I am Collect all the slowness information and raising the incident for that and keep the incident number for our future Reference. & Update the same in the TPR (Technology Performance Report) As well
 - : Daily wise share the production reports to our team member for the their productivity references, & Update the 3*3 Report and Update the OM Data Report by daily basis.

RR DONNELLEY

- ✓ Role : Pagation, Formatting Documents, Keying, Verifying, Quality Checking, Creating Graphics, Analyzing Jobs and Requirements, Ensuring No Process breakdown at anytime, anywhere.
- ✓ Responsibility : On-Time Delivery, Quality Assurance, Process Manage and Resoure Manage.

NOKIA INDIA PVT Ltd.

- ✓ Role : Preparing a materials for the production, and perform a team work.
- ✓ Responsibility : Responsible of Quality Assurance, production and Process followup

Additional Qualification

Type writing English - Lower with distinction / Higher with First Class.

Type writing Tamil - Lower with distinction

GENERAL EDUCATION

B.A (Tourism and Travel Management)

Institution : A.M. JAIN COLLEGE MEENAMBAKKAM
 Percentage : 65%
 Period of Study : 2008-2011

HSC

Institution. : Nehru Government Higher Secondary School
Percentage : 55%
Year of Passing : June 2007

SSLC

Institution : Nehru Government Higher Secondary School
Percentage : 47%
Year of Passing : April 2005

STRENGTH & HOBBIES

- ✓ Always Thinking Positive
- ✓ Surfing through Internet.
- ✓ Listening Music, Cricket, Movies and Etc.,

PERSONAL DATA

Name : A. Hariharan
Date of Birth : 03-10-1989
Father's Name : A. AAvudaiyappan
Gender : Male
Nationality : Indian
Languages Known : English, Tamil

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

- Place: Chennai

Yours Sincerely

Date:

(A. HARIHARAN)