**CURRICULUM VITAE**

***PRAHALLADA.N***

S/o Narasimhappa

Kuni kere ( village) Beerenahally (Post)

Hiriyur (Taluk)

Chitradurga (Dist)

***Email ID*: prahallada.hyr@gmail.com**

***Mobile*** : +91- 9844127483 & +91- 8971635751

***CAREER OBJECTIVE***

Looking for an opportunity to work with an organization that offers

Challenging assignments, to utilize my professional skill set and be dedicated to work for

Increasing the reputation of the organization. Obtaining a responsible and challenging position where my education and my ability, innovativeness will have valuable application.

***ACADEMIC PROFILE***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Course*** | ***Institution*** | ***Board/University*** | ***Percentage*** | ***Years*** |
| S.S.L.C | Ramabai bambedikar . High School Hiriyur | Karnataka Secondary Education Board | 70.56 | 2006 |
| P.U.C | Govt College Hosadurga Chitradurga Dist Karnataka | Department of Pre-University education | 73.83 | 2008 |
| D.ed | Shivanna Parvatamma D ed College Hosadurga Chitradurga Dist Karnataka | Karnataka Secondary Education Board | 80 | 2009-10 |

***COMPUTER PROFICIENCY***

* Basic Knowledge of Computer Fundamentals MS Office..
* JEMS:Jewels Enterprise Management SYSTEM
* Basic SAP software work knowledge

***WORK EXPERIENCE*:**

* 2year HK supervisor Experience ( Siemens company ) on-2011 to2012
* 3year Inventory Control Assistant Experience (S and W Jewellery Private Limited ) on-2013 to 2015
* Hk Executive working in Mylan company 2year
* Admin assistant 1Year Expirance

**Inventory control Assistant Responsibilities.**

* Raw material stock maintaining
* Material Requirement
* Import (Making GRN)
* Alloying training
* Refining process
* Export

1. Making a packing list for finished goods for export (Germany Customer)
2. Preparing invoice
3. Preparing parcel
4. Preparing documents like E-sugam

* Purchasing

1) Giving requirement for needed things like-stone, pearl**,**

**HK supervisor and Executive Responsibilities.**

* Planning the shift
* Briefing (supervisor and Housekeeping staffs)
* Duty allocation
* Taking rounds
* Documentation(log books, log cards, sop trainings records)
* Managing the housekeeping staff
* Leading and motivating the house keeping team
* Response for problems salving and suggestions
* Requirement of new employee
* Reporting to our clients

**ADMIN Assistant Expirance**

* **Preparing PR**
* **Canteen Maintainace**
* **Travel arrangements**
* **Meeting arrangements**
* **Proved general support to visitor's**

***PERSONAL DETAILS***

**Father\'s Name** :  Narasimhappa

**Sex**                                       :  Male

**Date of Birth**                    :  09.07.1989

**Nationality**                            :  Indian

**Marital Status**                      :  married

**Hobbies**:  Reading Books, Listening to Music And

Chatting With my Friends.

***Permanent Address*:**  Prahallada S/o

                                                 Narasimhapp,

                                               Kuni kere (village) Beerenahally (Post)

Hiriyur (Taluk)

Chitradurga (Dist)

Pin code: 577599

***Languages known*:** English, Kannada, and Hindi.

The above Mentioned Details are True and Correct to the best of my

Knowledge. And I request you to kindly give me an opportunity to work in your esteemed Organization.

  Yours Faithfully

Date:

Place: Bangalore   (PRAHALLADA.N)