

# Hareesh R

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## PROFILE SUMMARY

- A highly resourceful, flexible and enthusiastic individual with an experience of **6.9 years** in **Office Administration, Procurement, Workforce Management, HR Management, Technical Support etc.**
- Holds a **B.Tech Degree in Information Technology** from Cochin University of Science and Technology, Kerala.
- Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment
- Performed quality work within deadlines with or without direct supervision and always work with confidence and hard work

## CORE SKILLS & KNOWLEDGE AREA

- |                          |                              |
|--------------------------|------------------------------|
| • Administrative Support | • HR Management              |
| • Workforce Allotment    | • Procurement                |
| • Attendance & Timesheet | • Office Facility Management |
| • People Management      | • Reports & Documentation    |
| • Material Management    | • Billing and Invoicing      |

## EMPLOYMENT RECITAL

### ❖ **Worked as Sales Coordinator (Two Wheeler Department ) at CSB Bank LTD, Ernakulam from October 2019 to Till date**

Job Responsibilities include, but not limited to

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team's progress, identify shortcomings and propose improvements

### ❖ **Worked as Admin Executive at Eco Fab International, Thiruvalla from February 2018 to June 2019**

Job Responsibilities include, but not limited to

- Overall management of entire administrative activities of the organization
- Handling entire procurement and vendor management activities not limited to identifying vendors and inviting quotes for goods/services, evaluating the quotes and issuing purchase orders for raw materials and machineries
- Providing administrative assistance to Managing Director
- Managing repair, maintenance and replacement of machineries, office equipment etc.
- Basic accounting and petty cash management

- Preparing Invoices and following up for payments
- Coordinating for HR Activities including staff recruitment, training, attendance, salary process etc
- Security & Housekeeping Management
- Transportation & Logistics Support Activities
- Preparing reports and presentations for Management.

❖ **Worked as Admin Support at Al-Khadda International, Kuwait from May 2014 to December 2017 for the project Building Maintenance and General Services at Kuwait Oil Company**

Job Responsibilities include, but not limited to

- Co-manage day to day aspects of projects by providing necessary Administrative and Technical support for all the basic requirements.
- Work force allotment and management for the project resources to ensure the successful project delivery.
- Supervising responsibilities in adherence to company guidelines and contract guidelines as per KOC regulations.
- Managing the manpower for Civil, Electrical, Horticulture, Facility Management(pay rolls) and Office services at PTC(Client-KOC project-13050722)
- Responsible for Material Management and issuance for civil, electrical, horticulture and Housekeeping services.
- Handling the necessary project documentation works such as reports, presentations, letters and memos.
- Preparing Invoices and Following up for payments
- Acted as a coordinator between PTC, KOC and Company.
- Administering contract manpower's attendance, leaves and replacements.
- Responsible for repair, maintenance and replacement of office equipment, furniture, building etc.,
- Handled Transportation & Logistics Support Activities
- Coordinated with various external agencies and authorities for legal and compliance requirements as per the Govt norms such as Visas, Work Permits etc
- Identifying vendors and inviting quotes for goods/services, evaluating the quotes and Issuing Purchase Orders

❖ **Worked as Technical Support (Temporary) at GramaPanchayath, Kottanad, Kerala from September 2012 to July 2013.**

Job Responsibilities include, but not limited to

- Provide technical assistance to all staffs
- Provide training to the staffs on usage of end user computing systems
- Provide the administrative support for the staff
- Recording and filing official documents such as letters, circulars, applications etc.
- Provide assistance to the customers on the technical applications related to the Govt.

## TECHNICAL KNOWLEDGE

- MS Office
- Windows
- Internet
- LAN & Networking (Basic)

## EDUCATIONAL QUALIFICATION

- B. Tech (IT) from Cochin University of Science & Technology, Kerala in 2012
- Plus 2 from Kerala Higher Secondary Examination Board in 2008
- SSLC from Kerala Secondary Examination Board in 2006

## PERSONAL PROFILE

Date of Birth	:	11-01-1991
Gender	:	Male
Marital Status	:	Single
Languages Known	:	English, Hindi & Malayalam
Permanent Address	:	Anavattathu House, Perumpetty P O, Pathanamthitta Dist Kerala, Pin: 689592

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