

RESUME

Hari Shanker
Village-Bharsara
Post- Gola Bazar
District- Gorakhpur
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CAREER OBJECTIVE

To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.

EXPERIENCE

C P MILK & FOOD PRODUCTS PVT.LTD(GYAN DAIRY)
FMCG SECTOR



Designation – Executive Role : Purchase MIS/Coordinator
Duration : 2 Years(Since 3rd Oct 2017 To 30th Nov 2019)
Department : Purchase (Since 5th Jun 2018 To 30th Nov 2019)
Last Salary : 17.5 K ,Take home:15 K

Job Description:

- Check indent Online (SAP)/Offline from Concern Department on daily basis.
- Maintain Indent Sheet & Keep the record of Demands.
- Rate Negotiation from different -2 Suppliers.
- According to Requisition/Indent & Demand raise a Purchase Orders to Suppliers.
- Check Stock report of the Eveready.
- Track the dispatched Materials & take the regular follow-up from supplier.

- Follow-up with call & e-mails after receive the materials to our organization Collect the Good Receipt Note form Concern Department.
- Cross Check Invoices According to Purchase Orders & GRN.
- After examine the Invoices to send our superiors for approval.
- After Receive material & Invoices from a suppliers & keep a scanning after this send to Account department For Payment process to Vendor.
- Track the payment details of suppliers from Account department.
- Open a New account of Vendor/New Vendor registration.
- Prepare the Presentation of Department's wise expenses.
- Calculate the Purchase Report of Every 15th days of months.
- Every 15th days of months cross verifying the budget according to annual operating plan.
- Design the Annual operating Plan (AOP) of purchase division at Basis of yearly expenses need.

**SAHAJ E- VILLAGE LIMITED (NGO)
UTTAR PRADESH KAUSHAL VIKAS MISSION(UPSDM)**



Designation – Executive Role : State MIS/Coordinator

Duration : Since 1st Dec 2016 To 19th Sep 2017

Department : MIS (UPSDM)

Salary : 12.7 K ,Take home:10.5 K

Job Description:

- Manage the student's attendance of running batches on UPSDM portal.
- Coordinate with center managers or district coordinator/zonal managers for batches related queries on daily basis.
- Maintain the master data of all Batches & students.
- Prepare the Invoices for claim (Advance claim, after result declaration).
- Prepare the VLEs payout (Business Partner share)
- Make the rent payment Invoices & process the payroll of trainer salary.
- Taking the regular follow-up with all District coordinators for increasing & organizing the Business.
- Maintain the Business report (UPSDM Business summary)

- Ended Batches created USPs upload the UPSDM portal and take the approval from concern SPMU, after approval request from RDAT Kanpur for assessment body allotment.
- Coordinate with assessment body for take the examination of batches, after this take follow for result declaration.
- Coordinate with Admin department for the related to office stationary (ID card of Candidates, Books, Uniform Etc.)
- For provide the data to UPSDM update Google sheet on each month.
- Prepare the data for Placement to Candidates & provide to Placement cell.
- Maintain UPSDM Project Cost status sheet & provide to account department so that Margins/Profit could calculate.
- Prepare the Agenda for Business meeting (Make PPT).
- For communication purpose letter typing Hindi & English, E-mail drafting & Etc.

**MAISUR CONSTRUCTION COMPANY PVT. LTD.
(TELECOM COMPANY)**



Designation – Executive Role : HO MIS/Coordinator
Duration : Since 27th May 2015 To 03rd May 2016
Department : MIS
Salary : 9K

Job Description:

- Maintain daily Project reports.
- Prepare for Electrical/Civil/Other work related Invoices & Submitted to Clients.
- Gone to self at Office for Bill Submission.
- Keep the records of Invoice submission to Clients.
- Take the Payment Clarifications from Our Client end & Account department.
- Attending team meeting and sharing Ideas & Proposals with colleagues.
- Maintaining Attendance record for Our Project Workers.
- Responding to incoming emails and phone inquiries.
- Provide report to Our Seniors at daily basis for aligned task.

PROFESSIONAL/POST GRADUATION STUDIES

- ↪ **MBA (Human Resource & Information Technology)** from Motilal Rastogi School of Management affiliated to **Dr. Abdul Kalam Technical University**.
- **Work Awareness** : Recruitment & Selection Interviews, Assessment , Joining Formalities, HR Induction, Employee Attendance Management, Salary Structure, EPF Contribution, ESIC Contribution, Gratuity, Payroll processing, Employee Retention, 360° Performance & Appraisal, Grievance Handling Etc.

EXAMINATION	UNIVERSITY	YEAR	PERCENTAGE
MBA 1 st Year	AKTU	2019	60.40%
MBA Final Year	AKTU	2020	74.87%

- Overall percentage 65.60%

- ↪ **Three years Polytechnic Engineering in Computer Science & Engineering** trade from Feroze Gandhi Polytechnic Raebareilly.

EXAMINATION	BOARD	YEAR	PERCENTAGE
Diploma Engg. 1st year	UPBTE	2009	64.44%
Diploma Engg. 2nd year	UPBTE	2010	69.00%
Diploma Engg. Final year	UPBTE	2011	77.45%

- Overall percentage 72.72%

INTERESTED AREA

- HR Administration/Payroll/HR & MIS/Admin
- Back Office/Data Analysis/Operation Job

STRENGTH

- Creativity, Determination, Patience, Respectfulness, Honesty, Self Control, Motive.

GRADUATION

↪ Graduation in B.A (Bachelor of Arts) from Chhatrapati Sahu Ji Maharaj University Kanpur.

EXAMINATION	BOARD/UNIVERSITY	YEAR	PERCENTAGE
B.A 1st year	CSJM UNIVERSITY KANPUR	2012	46.00%
B.A 2nd year	CSJM UNIVERSITY KANPUR	2013	53.33%
B.A 3rd year	CSJM UNIVERSITY KANPUR	2014	53.33%

- Overall percentage 50.89%

ACADEMIA

EXAMINATION	BOARD/UNIVERSITY	YEAR	PERCENTAGE
High School	U.P Board	2005	57.33 %
Intermediate	U.P Board	2008	51.60 %

TECHNICAL PROFICIENCY

MS Excel 2007/2013/2016



Function Used : V lookup , H lookup, Pivot, Table, Sum, Sum if, Concatenate, count if, Duplicate Check, True & False, Upper Case, Lower case, Proper case, Conditional, Sorting, Left, Right, Data Separation, Data Compilation, Data Validation, Hyperlink, Rand between & Mail Merge & Etc.



MS Power Point 2007/2013/2016

Functions Used: Slide Presentation, Graph representation & Etc.



SAP (Systems, Applications, and Products in data processing)

Module: MM (SAP T CODE used Till)

**ME21N,ME22N,ME23N,ME51N,ME52N,ME53N,MIGO,ZMMRR,ZMMPRDN,ME2N,ME5
A,AC03,ME29N,FBL1N,ZPRGR,NEU/LP01**

PERSONAL DOSSIERS

- Date of birth : 1st Jan 1990
- Language : Hindi & English
- Nationality : Indian
- Father's Name: Mr. Molhoo Prasad
- Marital Status : Single

HOBBIES

- Socializing-Community work, Volunteer work
- Sports-Walking, Exercise, Yoga, Team sports.
- Music-Listening
- Gardening
- Animal Care

Declaration

I hereby declared that all the information given by me is true to best of my Knowledge.

Date:

Place:

HARI SHANKER