



A. Hari Hara Subramanian

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Vedapatti Post,
Coimbatore – 641007

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CURRICULAM VITAE

Over 20+ years' Back-office experience in various working environments Shares, MF, Health Insurance & Stores Management.

1) Worked details for the period April 2021 to till date in Coimbatore

Career Profile : Worked in Dyuthi Grafix, Edyarpalayam, Coimbatore from **July 2022 to January 2024**

Company Profile : Printing & Packing Process Consultant & Kaizen Audit & Foodia Jaggery Products Distributor

Designation : Admin-Coordinator

Key result areas : Administrative work/Handling Team (up to 4 members)/Stores Management

Career Profile : Worked in Sri Lakshmi Associates, Coimbatore from **April 2021 to April 2022**

Company Profile : Textile spares Sales (Weaving & Spinning Spares)

Designation : Office Incharge

Key result areas: i) Received and processed stock in to Inventory Management System.
(ii) Delivered Services to Customer locations within specific timeframes as per the DC or Invoice.
(iii) Bank related work as per Management Specifications
(iv) Stock Maintenance / Tally entries for Purchase & Sales
(v) Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.

2) Worked details for the period 2016 to 2019 in Tirupur.

Career Profile : Worked in SGL Logistics, Tirupur for August 2018 to September 2019.

Designation : Export Documentation

Key result areas : (i) Received and processed Bank Documents on behalf of customers (I e .LOC)
(ii) Supporting activities to entire back office work.

Career Profile : Worked as Retail Sales & Stores, Tirupur for April 2016 to October 2017.

Designation : Stores/Back office

Key result areas : (i) Received and processed stock in to Inventory Management System.
(ii) Supporting activities to retail sales.

Career Profile : Worked in SG Pneumatics Private Limited, Tirupur for April 2016 to October 2016.

Company Profile: Suppliers of RO Membrane & Air Compressor

Designation : Stores/Back office

Key result areas : (i) Received and processed stock in to Inventory Management System.
(ii) Delivered Services to Customer locations within specific timeframes as per the DC or Invoice.
(iii) Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.

3) Career Profile : Worked in Goodwill Commodities, Chennai from 18th March 2015 to September 2015

Company Profile : Commodities Trading

Designation : Dealer [Probationary]

Key result areas : Client service (Nest)

4) Career Profile : Worked in SMART, Chennai from 21st July 2014 to 17TH March 2015

Company Profile : Science and Mathematics Academy [Coaching Centre for IIT entrance]

Designation : Branch Head

Key result areas : Processing / Counseling

5) Career Profile : Worked in Greentech Fertilizer Corporation Limited, Tiruvanamalai from 19th April 2012 to March 2014.

Company Profile : Manufactures of Granulated Fertilizer with the Brand name 'SUN'.

Designation : Stores/Back office

System Environment : MS Office / BUSY SOFTWARE [Accounting]

Key result areas : Processing Sales order/Despatching

6) Career Profile : Worked in Sugal and Damani Share Brokers Limited, Chennai from 9th October 2009 to 12th October 2011.

Company Profile : Stock Broking & Depository

Designation : Officer

System Environment : MS Office / Back office Software - LDCDSL

Key result areas : Demat Account Opening & Secretarial Department

7) Career Profile : Worked in Star Health and Allied Insurance Company Limited, Chennai from 02nd January 2008 to 30th June 2009.

Company Profile : Health Insurance Products

Designation : Officer Claims

System Environment : Microsoft SQL / Dot.net/ MS Office.

Key result areas : Claims Processing

8) Career Profile : Worked in Computer Age Management Services Private Limited [CAMS], Chennai From 03rd November 2006 to 27th September 2007.

Company Profile : Service Provider/Registrars – Mutual Funds, Private Equity Funds, Banks, NBFCs, Private Insurance Companies

Designation : Mutual Fund Processing [SIP] -Fox pro/MS Excel.

System Environment : MS Office/ORACLE.

Key result areas : SIP request processing

9) Career Profile : Worked in Integrated Enterprises (India) Limited, Chennai from 20th January 2000 to 31st October 2006.

Company Profile : Demat Services, Investments, Corporate services, Tax related services.

Designation : Senior Officer

System Environment : FoxPro 2.6/Visual Basic 6.0/Microsoft SQL/MS Office.

Key result areas : Share Registry, Share Transfer, Dividend Issuing.

Training program attended:

SATP (System Administrator Training program) conduct by NSDL, Mumbai. This training involves System Administration, Online connectivity, Database Management, Interacting Help desk for Trouble shooting, Database Re-organization, Archrival of Database etc.,

Academic Qualification

- Post Graduation Diploma in Computer Application from Annamalai University.[January 2003,63%]
- Bachelor of Business Administration from Madras University [May 1998, 50%].
- Diploma in Electronic and Communication from Technical Education of Tamilnadu [April 1991, 64%].

Technical Qualification

Operating Systems : Ms-Dos, Windows.
Programing Language : C, C++, Java 2.0
GUI : Visual Basic 6.0
RDBMS : Oracle 8.0
Packages : Ms Office & Excel, FoxPro 2.6, Dbase IV
Others : Having good Knowledge in Network Activities.

Other Qualification

Passed IRDA – Life Insurance Exam – Year 2014. (Agency code: 990518562)

Strengths

- Willing to learn new areas in working environment.
- Energetic & Enthusiastic.
- Positive Attitude.

Personal Profile

Name : A.Hari Hara Subramanian
Date of Birth & Age : 15-05-1972 & 52 years
Nationality : Indian
Father's Name : S.Anantha Narayanan (Late)
Mother's Name : S.Baby Saraswathy
[Medical – Staff Nurse – Govt Retd.]
Permanent Address : Old no.31, New no.45,
West Katchery Street,
Dharapuram – 638656
Tirupur District
Marital Status : Married
Languages known : Tamil, English
References : Available on request.