

ADMINISTRATION & Operations

+91 98412 87890

hkhari0908@gmail.com

Hari Krishnan M

EXPERIENCE

2022- Till Date

Operations Executive

Strengths

- ✓ Patience, Excellent in influencing the people.
- ✓ Highly-organized and motivated individual with good communication.
- ✓ Team-work, Adaptability & Multi-tasking.
- ✓ Creativity, Flexibility, Versatility.
- ✓ Innovative thinker.
- ✓ Able to motivate and negotiate with the people.

Skills

- ✓ Strong administration skills.
- ✓ Familiarity with business software such as Microsoft Office.
- ✓ Highly Organized Executive with hands-on experience in planning and implementing assigned projects, ensuring project ability
- ✓ Looking to utilize my strong multi-tasking skills to help the senior team align project objectives with the strategy and ethics of the Organization
- ✓ Good verbal and written communication skills.
- ✓ Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- ✓ Excellent organizational skills and attention to detail.
- ✓ Proficient with or the ability to quickly learn human resource information system (HRIS), and similar computer applications.

Languages Known	To Speak	To Read	To Write
English	Yes	Yes	Yes
Tamil	Yes	Yes	Yes

Employment History

Operations Executive

Bcos Health Care Pvt Ltd (Guindy)

02nd –February - 2022 – Till Date.

- ✓ Tracking: Track budgets, inventory, and operations metrics Team work ability to work well within the team is key to this role.
- ✓ Purchasing: Order office supplies and equipment, and initiate payments
- ✓ Documenting: Draft and distribute documents, such as memos, emails, and reports
- ✓ Managing records: Track and maintain employee, client, and financial records
- ✓ Customer service: Handle customer inquiries and provide customer service
- ✓ Troubleshooting: Troubleshoot operational problems
- ✓ Policies: Ensure that company policies and procedures are followed
- ✓ Databases: Maintain company databases and websites
- ✓ Events: Organize events, such as holiday parties
- ✓ Local authorities: Establish relationships with local authorities to manage regulatory and governance issues
- ✓ Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- ✓ Managed office supplies, vendors, organization and upkeep.
- ✓ Obtained signatures for financial documents and internal and external invoices.
- ✓ Coordinated, scheduled and arranged meeting & travel calendars, including business and social.
- ✓ Having experience on Transport operations which includes maintaining Cab facilities& drivers in order to provide the best service to Customers from different location.

Interests

- Silambam
- Photography
- Volleyball

Personal Skills



Comprehensive problem solving

Good verbal & written communication skills

Ability to work in a team and resolve interpersonal issues.

Willingness to learn

Good Facilitator



Education



B.com in Accounts & Finance @ Vels University, Chennai

Personal Details

Fathers Name: S. Munuswamy

DOB : 09th August, 2000

Sex : Male.

Nationality : Indian.

Present Address: No.2/1548, Bajanai Kovil Street,
Mugalivakkam,
Chennai – 600 125