



HARSHITH RAJ

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OBJECTIVE

To be a competitive professional and to secure a job in reputed firm where I can utilize my strengths and knowledge towards the growth of the organisation.

SOFTWARE

Tally Prime



Microsoft Office



ERP Software



Adobe software



WORK EXPERIENCE

IMPLEMENTATION ENGINEER

ATC ONLINE

Mangalore, Karnataka, India

MAY 2022 - JANUARY 2023

- Working with users and developers to develop solutions to make transactions more accurate. error proof
- Providing online and on-premises training and implementation support on company's software products to end users.
- Working with project team members to coordinate the development process and meet project deadlines.
- Acting as an single point of contact for the product internally and externally, and as the primary technical contact for queries related to the product.
- managing daily routine such as; processing contracts information, maintaining spreadsheets, and issuing reports to ERP project group
- Participating in meetings with senior management to discuss project objectives and measures of success
- Tracking bugs reported by end users of software products and getting these resolved by coordinating with the product development team.
- reviewing procedures and checklists to ensure regulatory requirements are met.
- Studying and identifying client processes and evaluating key functional areas needed for improvisation which includes Marketing, Material Management & IM, CRM, Sub Contracting, HR & Production Planning.
- Interact with application development staff to coordinate the implementation of newly created functions and reports

PROJECT ASSISTANT

ATC ONLINE

Mangalore, Karnataka, India

Nov 2021 -MAY 2022

- Assisting administrator and executives with duties on an as-needed basis
- Verifying forms entry and identifying validation errors
- Coordination with process executives for smooth functioning of the project.
- Keep records of all information related to project for documentation, clarification and presentation to to project administrator
- organize and update employee personal files. manage hard copy and electronic filing systems.
- Assist in monitoring and tracking project progress, scheduling, and project status
- Offer general assistance to Project Administrator as needed
- Act as the point of contact for all participants
- Coordinating quality controls for ensuring the deliverables meet client demands

LANGUAGES KNOWN

English
Hindi
Malayalam
kannada
Tulu

JUNIOR ACCOUNTANT

GSE MOTOZ

Hosangadi, Kerala, India

Nov 2020 - Nov 2021

- Updating accounts receivable and issue invoices.
- Organization of files.
- Preparing and submitting weekly/monthly reports
- Updating financial data in databases to ensure that information will be accurate and immediately available when needed

EDUCATION HISTORY

Bachelors in Commerce

Mahesh college of commerce and management

Mangalore University

2017 - 2020

PUC

Canara Pre-university College

Department of Pre-University, Karnataka

2015-2017

PERSONNAL SKILLS

- Highly adaptable, continual self-learner with proven time and strength
- Excellent verbal and personal communication skills
- Disciplined, hardworking and dedicated
- Task oriented and able to work under pressure
- problem solving and organization skills