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|  |  RESUME |  |  |  |  |
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|  |  HARIPRASAD E.V ARIPPARA HOUSE, |  |  |  |  |  |  |  |  |
|  | THIRUVAZHIYAD POAYALUR(Via) |  |  |  |  |  |  |  |
|  | PALAKKAD (District)-678510 E-mail:- saihari28@gmail.com |
|  |  Mobile: 9961436488 9645056234 |  |
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|  |  **OBJECTIVE :** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  Aspiring to get a challenging position in an organization like yours where I could demonstrate  My skill and abilities for the betterment of the organization and for my professional growth as well. |

**WORK EXPERIENCE:**

 Working as P&M CLERK CUM Store Keeper from 20th AUGUST 02 to till Date.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| SL.NO | NAME OF INSTITUTION | COURSE |
| 1 | SANDEEP HIGH SCHOOLNALGONDA(A.P) | S.S.L.C |
| 2 | GOVERNAMENT BOYS HIGH SCHOOL NLG | +2 |
| 3 | BHARATHIAR UNIVERSITYCOIMBATORE | B.B.A |

**COMPUTER SKILLS :**

**D.T.P(Desktop Publishing)**

* Page Maker
* Photoshop
* CorelDraw

**PEACH TREE**

* Sage peachtree Full Accounting 2006&2010 version

 **D.F.A(Diploma in Financial Accounting)**

* Tally EPR.9 Version
* Micro soft Office
* Fundamental of Accounting

 **D.W.A(Diploma in Web Designing & Animation)**

* Photoshop Cs3&Cs5
* HTML
* JAVA
* XML
* ADOBE FLASH

**D.G.D(Diploma in Graphic Designing)**

* Adobe illustrator
* Computerized Drawing
* Basic Computer Function
* Computerized Graphic Designing

**QUICK BOOKS**

* Quick Book Accounting Software

**WORKING EXPERIENCE**

* **Worked as P&M Clerk at Sumicon Engineers in Association with Reliance Construction work at koperkhairne at NaviMumbai 2002-2007**
* **Worked as P&M Store Keeper cum Clerk 2007-Till Date in Larsen&Toubro Ltd At ECC Division Calicut, Kerala**

**ADDITIONAL KNOWLEDGE :**

* :Software : **CEMA**  (Construction Enterprise Management)
* : **EIP** (Enterprise Information portal)

**EXTRA WORKING ABILITY**

* Four wheeler mechanism
* Auto Electrical work for all Machineries
* Electrical work handling
* Stores Keeping handling ,indent posting and MRN And ICR Entry
* Accounting Posting and costing
* Handling Time Office Work

**PERSONAL DETAILS** :

Name : **HARIPRASAD E.V**

Sex : Male

Date of Birth : 02.07.1981

Father’s Name : Mr. Ramakrishnan

Nationality : Indian

Religion : Hindu

Languages Known : English, Telugu, Tamil, Malayalam, and Hindi

Understanding Languages : Malayalam,Telugu,Tamil,Marathi,Gujarathi,Kannada,

 Hindi and English

 **DECLARATION**

 The above details are true to best of my knowledge. I assure that I am satisfactory to with my job, sincerely and honestly.

Place: Yours faithfully,

Date:

 (HARIPRASAD E.V )