

CURRICULUM VITAE

HARSHITHA.S

W/o Shivanand J

H No:133/5

Gokak Falls-591308

Gokak(T)

Belagavi(D)

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Career Objective

To seek a challenging job in a competitive organization, where my knowledge and ability can be exploited to yield the optimum benefit to the organization and in turn enhance my knowledge and skills.

Career Experience

Worked at Pace Digitek Infra Private Limited is a leading Exporter, Manufacturer, Service Provider, Supplier of UPS , INVERTERS, DC-DC CONVERTERS from Bengaluru to world wide as “Executive–SCM” From “20th Feb 2023” to 10th Mar 2024.

Roles and Responsibilities

- Tracking and maintaining inventory levels in the stores for all items required in the plant
- Generating purchase orders as and when inventory levels reach reorder levels.
- Efficiently managing the inventory levels, for ensuring ready availability of material to meet production and dispatch targets.
- Manages purchasing activities for items procured on local basis in order to complement centrally purchased items.
- Review of material availability and follow up with Purchase for shortfall material, follow up with shop floor for every day production activities

Experience Skills

- Having knowledge of SAP

Educational Qualification

Qualification	University/Board	Year of Passing	Percentage
M.Com	Kuvempu University	2021	62%
B.Com	Kuvempu University	2019	69.00%
P.U.C	PUE Board	2016	67.00%
SSLC	KSEEB	2014	79.00%

Technical Qualification

- Knowledge of MSWord, MS Excel
- Accounting Software :SAPB1,Tally

Personal Profile

NAME :HARSHITHA .S

DATEOFBIRTH :15th Dec 1998

FATHERNAME :MANJUNATH

GENDER : FEMALE

MARITALSTATUS :MARRIED

RELIGION : HINDU

NATIONALITY :INDIAN

LANGUAGESKNOWN :KANNADA,ENGLISH

Declaration

I here by declare that the above information is correct to the best of my knowledge.

Thanking you,

Date:-

Yours Faithfully