

C. Harihara Pandian

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OBJECTIVE

To secure a challenging position where I can effectively contribute my skills and abilities in managing and assisting projects for efficient delivery, also strive to keep the organization at the apex with my professional excellence.

PROFILE SUMMARY

- Worked in **ICSSR – Indian Council for Social Science Research** Projects
- **Presented Paper** on Food and Nutrition for Growth of Adolescents
- **Research** done on **Influence of Media on Lifestyle Pattern of College Going Students**
- **ICSSR** research done on **SSY Scheme in Coimbatore District.**
- Experienced in Management and Distribution of CSR Funds
- Freelance Practitioner (NLP) Neuro Linguistic Programming
- Worked with Client and Production Coordination
- Work Experience in Coordinating Events and Product Promotion

EXPERIENCE

- Working as **ASST Manager** – Process Management and Operations for **Grace Arts.**
- **Research Assistant** – Amrita Vishwa Vidyapeetham, Coimbatore
- Worked as a **Process Specialist (SME)** for **Infosys BPM Limited.**

KEY SKILLS

- Excellent Communication
- Leadership and People Management
- Strategic Thinking and Planning
- Critical Thinking and Problem Solving
- Collaboration and Networking
- Risk Management and Compliances

TECHNICAL EXPERTISE

Analytical and Statistical Modeling
Microsoft Essential (Word, Excell)

RESEARCH PAPERS PRESENTED

- **ICSSR Indian Council for Social Science Research – SSY on Coimbatore District**
- Research Paper Presented on **Influence of Media on Lifestyle Pattern of College Going Students.**
- Research Paper Presented on **Food and Nutrition.**

WORK EXPERIENCE

- **Amrita Vishwa Vidyapeetham** – 24th November 2023 – 6th June 2024
 - **Research Assistant (ICSSR – Project)** a Central Government Project
 - ***Roles and Responsibilities:*** Research Assistant
 - Setting goals and turn arounds for the research project.
 - Reporting project turn arounds, Grants utilization Reports, Project execution standards and operations.
 - Setting goals and execution for field executives and operatives.
 - Analyzing Reports and Findings.
 - Writing Final paper for the research.
- **Grace Arts**
 - (ASST Manager - Marketing & Operations) - 10 APRIL 2016 - 20 MAY 2018
 - ***Roles and Responsibilities:*** Marketing and Operations
 - Business Development with new creative ideas and introducing new business opportunities for our firm and for clients.
 - To make sure of production being done and as per schedule and deliverables as promised with standards.
 - Scheduled regular visits to client's places
- **Infosys**
(Process Specialist) – 08 OCT 2014 – 30 MARCH 2016

Projects done:

- ***Roles and Responsibilities:*** Subject Matter Expert (SME)
Client: Sensis: To create templates using AEM for the client as requested. Weekly on call updates from the client and all the updates has to be KT (Knowledge Transfer) for the team members.
 - Maintaining the Quality & Productivity for the process by ensuring planned work process.
 - Ensuring the assignment of jobs to the team members and ensuring the timeline for the whole process towards the accepted terms as per service level agreements.

- Conducting weekly meeting with the team for KT.
 - **Roles and Responsibilities:** Subject Matter Expert (SME)
Client: AMP: Pilot Project: Content Management Process using AEM, worked on this pilot project for Infosys.
 - I was on a position to get KT from onshore manager and transfer it to the team and complete the process on time.
 - Innovating new methods and process for the effective completion of job.
 - Managing crisis that occur during a process, technical and non-technical issues.
- **Livewire Media PVT LTD**
- (ASST Manager – Creative) – 01 JUN 2013 - 30 SEPT 2014
 - **Roles and Responsibilities:** Coordinating with client and operations team in order to deliver setups as per standards. Responsible in business development and client relationship.

Understanding client procurements and providing advice and guidance throughout the project with more creative ideas and implementation.
- **Octagon Media Works**
- (3D Visualizer & Project Coordinator) – 02 MARCH 2011 – 23 MAY 2013
 - **Roles and Responsibilities:** Marketing and Client Coordination
 Business Development and Project coordination, understanding client needs and technical requirements for the project, working aside with technicians to make sure the project delivery is done on time and as per standards.

FIELD WORK EXPERIENCE WITH FAMOUS TRUST'S, NGO'S AND INGO'S

- **KAUMARAM PRASHANTHI ACADEMY (KAUMARAM TRUST) (School for Special Children):**
- **Roles and Responsibilities:** Field Work Trainee (19th November 2019 to 12th March 2020)
 - As a Social Work Trainee in Medical and Psychiatry Department, I was given the task of
 - Observing Various Units
 - Issues and Struggles Faced by Special Educators
 - Scope for Social Workers in Special School
 - As a Social Worker I was able to observe various units and their functionalities like **Occupational Therapy, Special Educators, Speech Therapy, Neuropathology and Ayurveda, Physical Trainer, Physio**

**Therapy, Music Therapy, Art Based Therapy, Communication Therapy,
Computer Training and Training on Movements and Related Profession.**

- As per the task assigned, I was able to keenly observe the sessions and the functionalities of the Academy.
- Based on my Professional Excellence and Commitment towards my work, Academy also asked for my Inputs and Suggestions for the better performance and further progress of the academy.

➤ **HELPAGE INDIA (INGO): Field Work:**

- Worked with elderly care and Community Rehabilitation Program.
- Worked with their Physiotherapy unit in aid for the elderly people in the community.

➤ **CORD NGO (Chinmaya Organization for Rural Development): Field Work:**

• ***Roles and Responsibilities:*** Field Work Trainee

There were various activities to which we trainees conducted and completed successfully.

- Trainees once made a Transit walk through village observing the whole village and its resources.
- Trainees met Mr. Thamban who was actually suffering from a leg injury with diabetes which eventually got into a worse state and got it treated and a surgery in a government hospital with the help of the Social Worker from CORD.
- Trainees started giving regular awareness programs and classes for Primary school kids in the Village.
 - Awareness on Good Touch and Bad Touch
 - Child Line and its Activities.
 - How 1098 child helpline works.
 - Waste Management.
 - Regular Spoken English Classes.
- Trainees went to Collector Office (Disability Sector) to enquire about the procedure for the disability certificate.
- Trainees went to Thaluk Office at Porur for the Relief fund for the two members who were affected by cyclone.
- We had a regular follow up on the issue. Trainees even met with (Tahsildar) when the process was not in a progress and initiated the process with his help.

➤ **ROOT TRUST: Internship Organization:** 1st DEC 2018 - 24th DEC 2018

Description:

Root Trust works to improve the standard of life for women and children from poor socio-economic backgrounds (fighting against Child Abuse, Child Labor, and standing for Women Empowerment) by Teaching English and Mathematics Facilitating workshops on Life Skills and workshops on Art Motivating school dropouts to continue their pursuit of education

- ***Roles and Responsibilities:*** Intern Trainee

- Took initiative to support and contribute my part for the organization activities and events.
- Designed print collaterals for the organization like Pamphlet design, Sticker design, Brochure design, Video editing for promotional activities.
- Initiated his case work, group work and events along with our social upliftment activities.
 - Reading for kids in study center for motivation and for kids who need support for education.
 - Conducting group work with Women's Self-help Groups (WSHG's).
 - Helped kids in motivating them for studies and reading activities
 - Monthly motivation camps are conducted about writing books by some Novelists.
 - Involving in fundraising activities for education fund for children whose parents are sick.

➤ **Rural and Tribal Camp**

- Camp Coordinator (Rural and Tribal Camp)
 - **Roles and Responsibilities:** Camp Coordinator
 - Responsible for managing a team of 42 students and coordinating activities during the camp for six days.
 - Responsible in handling 6 different committee's (Program Committee, Documentation Committee, Technical Committee, Transportation Committee, Food, and Refreshment Committee, Accommodation Committee)
 - Coordinating with various Resource persons and other various organizations for orientation visits and knowledge-oriented activity programs.

EDUCATION

- MSW – Master in Social Work (Medical & Psychiatry), Amrita Vishwa Vidyapeetham, Coimbatore
- B.Sc – Visual Communication, Annamalai University
- Diploma in Animation Engineering (DAE) – Arena Multimedia Chennai
- Diploma in Neuro Linguistic Programming Therapy (DNLP)
- Advanced Diploma in Neuro Linguistic Programming Therapy (ADNLP)
- Certified Practitioners – Neuro linguistic Programming Therapy (NLP)

PERSONAL DETAILS

Name : C. Harihara Pandian
 Gender : Male

Date of Birth : 19-10-1986
Address : 2E, Saffron Buds, Ramanathapuram, Coimbatore.
Spouse Name : Mrs. S. Chitra

Declaration:

The above particulars are true to my knowledge. Given an opportunity I shall execute my duties with due diligence and good governance.

C. Harihara Pandian