MOHANPRASATH M

BBA GRADUATE

CONTACT

+91 6385581640

mohanprasath284@gmail.com

Kovilpalayam, Coimbatore .

EDUCATION

2018 - 2020

GOVERNMENT HIGHER SECONDARY SCHOOL, S.S KULAM

- Completed SSLC (80.2%) & HSC (61.6 % in bio math)

2020- 2023

TIPS COLLEGE OF ARTS & SCIENCE

- Bachelor of Business Administration
- CGPA: 6.747 (First class)

2025

MADRAS UNIVERSITY

- Pursuing MBA in Business Data Analytics

TECHNICAL SKILLS

- Inventory Management Software (ICMS software)
- Ms Office Tools
- spreadsheet software (eg : Excel,Word sheets)
- Database management
- communication tools (eg: E- Mail)

INTERNSHIPS

- **A1 events & decors**

  Role : Marketing & event organiser

- **Aazhi Logistics**

  Role : Office Admin

PROFILE SUMMARY

"BBA graduate and MBA candidate in Business Data Analytics, skilled in Administration, market research and analysis, Management skills , and data-driven decision-making. Eager to apply analytical expertise and business acumen in the IT industry to drive innovation and growth."

WORK EXPERIENCE

The Indian public school - Tips Excellence centre 24-2025

Role - Stores Incharge - 6 months

- **Uniform and Stationery Management:** Oversaw the procurement and distribution of school uniforms and stationery. Coordinated with suppliers to ensure timely delivery and maintained accurate inventory records.
- **Purchasing and Procurement:** Managed overall purchasing for the school, including educational materials, office supplies, and other essentials.
- **vendor relations.**
- **Administrative work**
- Supervised and trained a team member in departmental operations, ensuring adherence to processes and efficiency in workflow.

The Indian public school - Globeducate 2023-25

Role - Office Administrator - 2 years

- **Stores Department:** Managed end-to-end purchasing of materials, inventory control, and parcel tracking. Ensured accurate documentation of inward and outward materials to maintain seamless supply chain operations. Issued uniforms and annual materials to students and staff, ensuring timely distribution and proper record-keeping.
- **EDP** (Electronic Data Processing): Handled printing, lamination, and other documentation support to ensure timely availability of records and communication materials.
- **Transport Management:** Oversaw vehicle movement and maintenance, including fuel indents, logbook updates, and compliance with transport schedules. Monitored vehicle details, conducted route checks, and coordinated smooth transportation operations.