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

WORK EXPERIENCE

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 & Government relations work**
  - **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.
- **Managed vendor relations** including quotation collection, price comparison, negotiation, and performance follow-up.
- **EDP** (Electronic Data Processing): Handled printing, Lamination, and other documentation support.
- **Transport Management:** Oversaw vehicle movement and maintenance, including fuel indents, logbook updates,Monitored vehicle details,conducted route checks.
- **Maintained kitchen stock** and provided operational support including inventory tracking, consumption monitoring, replenishment planning, and coordination with suppliers.
- **Assisted Facility management** including infrastructure maintenance, safety compliance, and vendor service coordination.
- **Organized and executed institutional events** by managing logistics, arrangements, coordination, and overall supervision.