

PRASHANTH T.

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PROFESSIONAL SUMMARY

Accomplished **Operations & Sales Coordination Leader** with over 25 years of experience across manufacturing, trading, and service sectors. Expert in overseeing large-scale factory operations, managing high-value vendor relationships, and streamlining complex administrative processes. Proven track record in project management and financial oversight to drive organizational growth and efficiency.

CORE COMPETENCIES

- **Strategic Operations:** Factory Planning, Production Scheduling, Raw Material Procurement, Office Administration.
- **Sales & Tender Management:** Quotation Preparation, CRM (Milestone) Management, Online Vendor Registration.
- **Project Leadership:** Site Coordination, Manpower Management, Field Audits, Stakeholder Relations.
- **Financial Oversight:** Invoicing, Outstanding Collections, Statutory Returns

PROFESSIONAL EXPERIENCE

Operations Manager | DB Dazzle Modular Systems, Bangalore

Jan 2017 – Present

- Lead end-to-end operations encompassing sales, project delivery, and factory production planning in direct coordination with the MD.
- Streamline the sales order lifecycle, from initial Purchase Order (PO) scrutiny to final dispatch and payment collection.
- Optimize factory efficiency by managing raw material procurement and production workflows to meet tight deadlines.
- Manage statutory compliance and vendor documentation, including tender preparation and online vendor code registration.

Office In-charge / Sales & Projects Coordinator | Encore Raised Floorings

March 2014 – Jan 2017

- Directed daily office administration and reported directly to the Managing Director, ensuring operational continuity.
- Spearheaded financial coordination with CAs regarding VAT, Service Tax, and PF returns.
- Generated comprehensive sales performance reports and handled high-volume invoice and quotation generation.

Sales Coordinator – South Region | United Office Systems Pvt Ltd

August 2011 – February 2014

- Partnered with the Regional Manager to facilitate daily sales activities and complex quotation modeling.
- Maintained the CRM data bank and utilized **Milestone** for accurate collection projections.
- Bridged communication between the factory and Project Management Team (PMT) to ensure seamless dispatch documentation.

Project In-charge (Networking) | Binary Systems Pvt Ltd

September 2008 – July 2011

- Managed networking site operations, overseeing diverse vendor teams and manpower to ensure on-time delivery.
- Represented the firm in high-stakes site meetings with clients, architects, and Project Management Consultants (PMCs).

In-charge (Admin, Sales, Procurement) | Janani Trading Corporation

January 2006 – August 2008

- Managed end-to-end procurement of spices for both domestic and international trade markets.

Executive | SGS India Pvt Ltd, Bangalore

June 1996 – December 2005

- Conducted pre-shipment inspections and certifications for agricultural commodities to international standards.
- Supervised vessel/container loading and performed rigorous field audits to ensure quality compliance.

EDUCATION & TRAINING

- **Diploma in Export Management**
 - **Diploma in Computer Application**
 - **Pre-University Certificate**
 - **Professional Training:** Marketing, Executive Development, Team Building, and Technical Inspections (Agro/Food)
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