

Harsh Joshi

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SUMMARY

I am a motivated and detail-oriented professional with a Bachelor's degree in Computer Applications (BCA) from Guru Gobind Singh Indraprastha University (IPU) and more than a year of experience in HCLTech. My current role has helped me develop strong analytical, problem-solving, and communication skills while working in a fast-paced, client-focused environment.

WORK EXPERIENCE

Process Associate

Nov 2024 - present

As a Process Associate in IT Asset Management, I handle the end-to-end lifecycle of IT assets, from procurement requests and deployment to tracking and decommissioning. My responsibilities include maintaining accurate asset records, ensuring timely availability of equipment, and supporting compliance and audit activities. I also assist with purchase order validation and cost optimization efforts. This role has strengthened my organizational and analytical skills and provided me with a solid foundation to transition into a procurement-focused position.

EDUCATION

2021-24 Bachelor of Computer applications at Maharaja Surajmal Institute
2021 Class 12th CBSE Board at Ursuline Convent School
2019 Class 10th CBSE Board at Ursuline Convent School

SKILLS

Key Competencies IT asset tracking and record maintenance, procurement request processing, proficiency in Excel and MS Office, asset database management using internal tools, and strong attention to detail and accuracy.

Soft Skills Confident, hardworking, reliable, quick learner, adaptable, team-oriented, punctual, self-motivated, detail-oriented, and committed to continuous improvement.