

CURRICULUM VITAE

HARIKRISHNAN SHAJI

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MARKETING AND SALES COORDINATOR

To work in an organization that provides equal opportunities to foster growth as an individual as well as professionally and to be part of a highly dynamic team that works dynamically towards the growth of the organization and to deliver timely results without compromising on quality.

CORE AREA OF EXPERTISE		
• MS Office	• MS Word & Power Point	• Document Controlling
• PowerPoint	• Fund Processing	• Co Ordination & PRO Support
• SQL working knowledge	• Payroll Calculation	• M S Excel

WORK EXPERIENCE

Documentation Controller At TMS Trading - (August 2021 To Present)

- Copying and filing company invoices.
- Releasing and punching orders for customers.
- Maintaing employee records.

Sales coordinator / Cashier At 212 Supermarket Group of Company W.L.L. – Bahrain – May 2019 To July 2021.

- Sales Coordination, cash handling, preparing out door deliveries.
- Clerical work of accounts, Making payments to the company.
- Overall supervision of the company.
- Making payroll calculation of staffs.
- Preparing daily sales reports.

Sales Executive & Servicing At Langle Informatic Pvt Ltd, Kochi –September 2017-December 2018 – (Sales & Servicing, Installation, Hardware & Software Development Consultant)

- Direct reporting to the Sales Manager
- Selling our whole range of products to the key customers and stores
- To achieve the given target, Collection and provide marketing feedback in writing
- Report Competitive activities, keeping very good credibility and relations with all my customers
- Coordination with tam members and delivery teams to get maximum results in the market.

PROFESSIONAL EDUCATION & EXPERTISE IN SOFT WARES

- **P.G. Diploma in Industrial automation** - Kochi - 2019
- **B TECH Degree in Instrumentation Engineering**
Indian Institution of Engineers - New Delhi – India – 2017
- **Diploma in Instrumentation Engineering** - Indian Institution of Engineers -New Delhi – India - 2014

Software skill	Expertize
M S Office	2 years
MS Word & Power Point	2 Years
SQL & Windows Appllication	2 Years

PERSONAL DATA

Date of Birth : 06-05-1994
 Marital Status : Unmarried
 Nationality : Indian
 Languages Known : English, Hindi, Malayalam, Tamil
 Driving License : Bahrain & India
 Passport No : K 2828280
 Bahrain CPR : 940542498

With these few, but varied strong expertise I have an edge over others