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**HARI**

**HARI.362282@2freemail.com**

**Scholastic Record:**

MS [Computer Science] 2016

Northwestern Polytechnic University, California, USA

B. Tech [Computer Science] 2012

JNT University, Hyderabad, India

**Professional Experience:**

* **Sales Support Executive**

July 2012 to Nov 2014

TMC Electronics, Hyderabad, India.

* Receiving PR from relevant departments.
* Sending enquiry and receive offer.
* Maintaining data sheet with status of all PRs received.
* Preparing and sending quotations.
* Entertaining enquiries regarding quotations and other related matters
* Handling Purchase Orders from clients.
* Make comparison and prepare PO as per Purchase Process without any deviation.
* Ensuring that the PO is received by Supplier and follow-up for the delivery.
* Ensuring that right quality material is purchased at right price and delivered at right time.
* Receiving documents from Stores & preparing finalization.
* Co-ordinate with accounts & ensuring the payment is made on time to the supplier.
* Maintaining the sheet of documents received and handed over to accounts.
* Opening Sales Orders for the PO’s received from clients.
* Liaison with Logistics Dept.
* Arranging Delivery.
* Updating the client with Delivery Details.
* Follow-up and updating of Payment Status.
* Updating Job files as and when required.
* Sorting and forwarding faxes, emails and other communications to relevant department.
* Handling logistic for all export & import.
* Secure control the purchase process and follow the financial rules & requirements.

**IT Skills:**

* Conversant with SAP, Microsoft Dynamamics, Microsoft Office (Word, Excel & PowerPoint) and Internet Applications
* Programming Languages: C#, C++, C, Java.
* Database Management Systems: MS SQL Server 2012/2008 R2/2008/2005, Oracle 10g/11g.
* Development Tools: ASP.NET 4.5/4.0/3.5/3.0, HTML, CSS, JavaScript, IIS 6.0/7.0/7.5, Web Services, SOAP, WSDL, XML, HTTP.
* Design Technique: UML, Visual Paradigm
* Version Control: Team Foundation Server, SVN
* Operating System: Windows 98/2000/XP/7/8/10, 2003/2008 Server and Macintosh
* Web Frameworks: .Net Framework 4.5,4.0, 3.5, 3.0, 2.0

**Miscellaneous :**

Driving License: USA Driving License

Visa Status: UAE Visit Visa Valid Until 6th July 2017.

Availability: Immediate

Salary Expectation: Moderate

Languages Known: English, Hindi, Urdu & Telugu.