

Rekha Sriraman

Project Coordinator/Inside Sales Executive

A competent result oriented professional with over 9+ years of experience in the area of Project coordination, Client coordination, Quote Preparation, Order loading, Delivery tracking and Vendor Management.



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70 rue de la ferme,
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Professional Experience

Dimension Data India Pvt. Ltd – India

2016 – 2019

Project Coordinator/Inside Sales Executive

- Handled end to end Quote preparation which involves discount negotiation for CTS and Cisco.
- Through SAP Ariba portal continuous tracking of Purchase Order for client CTS.
- Hands on experience in handling CCW portal.
- Working sheet preparation with Margin.
- SPOC for order loading as per the purchase order through SAP ERP tool.
- Delivery tracking and ensure activity completion of the PO.
- Weekly sync up calls with client CTS and Cisco for PO status.
- Active participant with Client and Cisco partner on quarterly review.
- Vendor Management and Payments follow up/Invoice tracking.

ICBMS Educational Trust – India

2009-2016

Document Specialist/Student coordinator/Project coordinator

- Rollout Purchase Orders and Invoices.
- Accounts receivables and payables for invoices.
- Project scheduling.
- Conducting weekly review meeting and project tracking.
- Manage project cost for the company.
- Manage department and project budget.
- Communications and stakeholder engagement.
- Risk assessment and management.

Qualities



Creative



Ambitious



Leader



Punctual

Formations

2009

Madras University – India

Master of Business Administration

2006

Madras University – India

Bachelor of Business Economics

Technical

MS Office ●●●●○

Manual Testing ●●●●○

HTML & CSS ●●●●○

Languages

Dutch ●●○○○

English ●●●●○

Tamil ●●●●●

Other Skills

Teamwork ●●●●○

Problem Solving ●●●●●

Customer Service ●●●●●