Sundari Ram Ganesh

www.linkedin.com/in/sundari-ramganesh

sundari.rajan.r@gmail.com

Mobile: +91 9894363467

OBJECTIVE	Aspire to join an organization that will provide me with the opportunity to offer exceptional results. Extremely focused on elevating company standards, sales goals, and client expectations

PROFESSIONAL EXPERIENCE

Executive Assistant: City Elevators Pvt Ltd, Chennai   May 2021 to till date

- Administrative Support: Manage executive calendars, schedule meetings and travel arrangements
- Communication Mgt: Act as POC and answer incoming calls, drafts mails and other on behalf of executive
- Document Mgt: Prepare important documents and records to maintain organized filing system
- Financial Administration: Make PO's, process invoices and other payments, tracking expenses, reimbursement and prepare financial reports
- Project Assistance: Liaise with internal and external stakeholders. Tracking of man-hours on daily basis

Associate - Retail Sales Process: Amazon Development Centre, Chennai Aug, 2015 to June, 2016

- Trained in SMT-ARM Tool, Perseus, User Action Tool
- Interprets and builds a detailed technical understanding of the customers end to end' business operation, workflows, technologies, and system architecture
- Complete understanding of pricing and proposal models
- Member of the CMT team where mapping do in reverse with various competitors in different languages
- Worked with the sales team to develop selling strategy by analyzing the competition and identifying ways to improve business can gain a competitive edge
- Learnt SEO/SEM MarketingStrategies
- Maintained productivity with accuracy

Product Development Engr: Softeon (Supply Chain Solutions) India Pvt. Ltd., Chennai   Dec 2011 to Mar 2014

- Trained in Oracle SQL Queries
- Learnt Supply chain metrics to measure cost, service, quality and efficiency
- Acquired knowledge on Warehouse Management System
- Worked in JAVA Servlets, JSP and JS (server & client scripting)
- Successfully completed Sers, TSI, RANSA Logistics projects
- Rectified all cases of unit, functional and redundancy issues
  Worked in both black box and white box testing

EDUCATIONAL QUALIFICATION	- **B. Tech (Computer Science and Engineering) 2010 – 7 CGPA** @ Pondicherry Engineering College, Pondicherry - **HIGHER SECONDARY 2006 – 92.67%** @ Immaculate Higher Secondary School, Pondicherry - **SSLC 2004 – 92.80%** @ Immaculate Higher Secondary School, Pondicherry
TECHNICAL SKILLS	- **Programming Languages:** C, C++, SQL, PL/SQL - **Developing Environments:** Oracle 10g, Eclipse - **Packages:** MS-Office Applications - **Retail Software:** Oracle Net Suite
ACHIEVEMENTS	- Awarded as a **Star of the Month** for exemplary performance - Winner in paper presentation in technical meet **"DIGITRIX-2010"** - Runner up in Project Presentation conducted by "**THE HUB"** students - Cash prize from Pondicherry CM for scoring centum in 10th Mathematics
POSITIVE TRAITS	- Self-starter - Flexible in learning - Confident enough - Excellent Communication
PERSONAL INFO	- **Date of birth**: May 18,1989 - **Languages known:** Tamil and English - **Passport number**: L6805069 - **Hobbies**: Playing chess and carrom - **Marital Status**: Married