

# Rajeshwari G

## Asset Management Analyst

To work in a challenging and competitive environment where my innovative ideas can be explored to the maximum. Looking for a role where I can discharge my duties and responsibilities with my skillset, integrity and professionalism to the best of my knowledge and capability



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## WORK EXPERIENCE

### Hardware Asset Analyst (Hardware/Software/Order)

KYNDRYL INDIA PVT LTD

07/2022 - Present

Bangalore, India

KYNDRYL INDIA PVT LTD

#### Achievements/Tasks

- Supporting Italy Business Unit for **Hardware & Software Asset Management**.
- Responsible for all new purchase of Capital Hardware Assets, Software Renewals & Hardware Maintenance
- Performing procurement activities using SESDR (Financial Books)
- Closely interact with Service Delivery Managers, Supplier Management, and further parties to ensure high quality of Hardware Asset management processes
- Lead work streams to design, recommend, share, and document best practices, strategies, processes, Policies, Governance concepts and licensing guides

### Asset Management Analyst (Order Management)

IBM India Pvt Ltd (Now KYNDRYL)

10/2020 - 06/2022

Bangalore, India

#### Achievements/Tasks

- Supporting ANZ Business Unit, License entitlements and software management tool
- Ensure license entitlements and software utilisation data are maintained in existing software asset management tool
- Own and build strong relationships with key internal customers and vendors

### Stores Coordinator

IBM India Pvt Ltd

07/2015 - 03/2016

Bangalore, India

IBM India Pvt Ltd

#### Achievements/Tasks

- Receiving, storing and issuing assets at Store, keeping the inventory and maintaining the store
- Preparation of documents for shipping the material to other locations
- Coordinating with dispatch for the shipment of material on time

## EDUCATION

### Bachelor of Arts

Bangalore University

03/2008 - 03/2009

Bangalore, India

#### Courses

- Economics, Political Science

## SKILLS

Knowledge in ServiceNow, CNDB.

IT hardware asset/material management.

O365

Documentation/Reporting in Detail

SAP Basic

Software Licensing

Invoice Reconciliation

Order Management

ARIBA

CAAPS

## ACHIEVEMENTS

Received performance award for the best performance from Infinite Solutions (10/2015 - 10/2015)

Appreciation from Site Ops for maintaining Performance Dashboard consistently (01/2016 - 01/2016)

Beyond the Call of Duty - Received best performance award from Global Ops Lead (01/2021 - 01/2021)

Extra Mile Rock Star (05/2022 - 05/2022)

Award received from Project Lead

ITAM Course completed (08/2022 - 08/2022)