SRIRAKSHA G S

Technical Proposal Writer

📞 (+91) 9900073829

✉ sriraksha1991@gmail.com

📍 Malleswaram, Bangalore

in www.linkedin.com/in/srirakshags

EDUCATION

MASTER'S IN COMPUTER SCIENCE | 2011-2013

Karnataka State Open University, Mysore
Graduated with Distinction

BACHELOR OF SCIENCE - COMPUTERS | 2008-2010

SDM College, Mysore
Graduated with Distinction

SKILLS

- Proposal writing
- RFP management
- Bid management
- Specifications and proposals analysis
- Technical requirements understanding
- RFP documents comprehension
- End to end bid management
- Security queries
- Document control
- Technical knowledge
- Communication
- Quality assurance
- Attention to detail
- Problem-solving
- Teamwork
- Time Management

PROFILE

- Creative RFP and proposal writer with 5 years of experience in Technical Proposal Writing.
- Well-versed in responding to RFPs and creating proposals for technology, healthcare, and financial industries.
- Accomplished and proven multi-team project management experience in coordinating the proposal process and producing the proposals.

EXPERIENCE

One Trust, Bengaluru

Technical Proposal Writer (Feb 2022 – Present)

- Work on RFPs by understanding products/solutions (GRC, Ethics and Compliance, TPDD and TPRM) and implementing them in the project.
- Prepare RFPs from the kickoff call; collect data from all sources, determining essential areas to obtain successful results
- Collaborate with sales, technical, and delivery teams to gather information and insights necessary for bid preparation.
- Work closely with subject matter experts, technical teams, and sales representatives to gather relevant information and insights for proposal development.
- Maintain accurate and up-to-date records of bid documents, templates, and related materials.
- Organize and manage content libraries for future reference, ensuring efficient access to frequently used information.
- Handle security queries through DL's within a quick TAT.

HCL Technologies, Bengaluru

Associate Software Engineer (Dec 2011 – Sep 2014)

- Develop proposals for Banking Applications.
- Work with the technical lead and other team members to understand proposal planning.
- Research and analyze technical data, customize proposal content, ensure compliance with guidelines.
- Draft accurate, responsive, compelling text for proposals, including background/context, executive summary, technical approach overview, activity components, and technical annexes.
- Collaborate with the team to improve and streamline the proposal development process.

Software Tools

- Salesforce
- SharePoint
- Loopio
- Jira
- SQL
- DBMS
- PL/SQL
- Microsoft Office
- Visual Basics
- Java
- Data Structure
- Operating Systems
- Shell scripting
- C, C++
- Oracle

TRAINING & CERTIFICATIONS

- Data Protection Regulation (GDPR) certification from One Trust
- Training on Ethics and Compliance
- Training on Third Party Risk Management (TPRM) and Third Party Due Diligence (TPDD)
- Training on Governance Risk Compliance (GRC)

Accomplishments

- Received appreciations in handling RFP's from client, sales head & leadership.
- Nominated as a team lead for handling RFPs and DL Management.
- Joined as a fresher and promoted to Team Leader position within 6 months in HCL Technologies.
- Have received good feedback from internal and external customers on the quality of work.

PERSONAL PROFILE

Date of Birth: 23-02-1991
Nationality: Indian
Living in: Bangalore
Gender: Female
Marital Status: Married
Languages Known: English, Kannada, Hindi and Tamil

INTERESTS

- Traveling
- Reading Novels
- Wildlife & Environment
- Badminton
- Music

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

Place: Bangalore   Yours Faithfully

Date: SRIRAKSHA G S