

**K Sreejha**  
**Project Co-Ordinator and Specialist**  
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### **Career Objective**

To prowl after a highly challenging career in the IT industry and work closely with a team of highly experienced professionals to ensure the growth of the company and self with an overall experience of 6+years.

### **Educational Qualification**

B.Tech Information Technology from KTVR Knowledge Park for Engineering & Technology with 74% in the year 2015.

### **Professional Skills**

- Work Authorization (WA), Statement of Work (SOW) & ROM (Rough Order magnitude)
- Project management
- Asset Management
- Procurement Knowledge and Queue Management
- Spend Analysis and Budgeting
- Supply Chain Management
- Vendor Management
- Global Accounts Management
- Active Directory

### **Professional Experience**

#### **Project Co-Ordinator in HCL Technologies:**

- Gathering requirements from Client.
- With the quote from vendor, ROM is created and shared with Client
- WA/SOW is created for legal signatures. And work until the starting of the project.
- Propose, prepare and review timely asset management reports and objectives for each Assets.
- Hardware requirement gathering via Service Now tool
- Coordinating SCM team and Vendor for Purchase order release and Delivery fulfilment.
- Purchase and Order management reports generation
- Handling Project status call with Clients
- Prepare analysis, record and report asset transactions for financial records.

- Manage and monitor team performance.
- Coordinate with fund advisors and direct partners.
- Manage data for Invoicing delivered/ordered assets.
- Dispatch Enabling and Queue management
- Support Asset manager on the Service now ticket reconciliation for billing purpose

#### **Global Accounts Manager:**

- Create computer accounts, Mailboxes, Distribution lists, service accounts for the users.
- Manage user accounts, mailboxes, distribution lists.
- Grant access to the users for the shared drives on demand.
- Grant access to the Lync for business.
- Have better knowledge on Active Directory and Exchange management console.
- Worked on two ticketing tools (Remedy and SNOW(Service Now)).

#### **Analyst**

- Handled both Inbound and outbound calls regarding Broadband Hard Network Faults, all kinds Broadband,PSTN, Email, Online protection as a Tier 2 and Back office advisor for BT.
- Supporting the Migration Desk and handling High Level Compliant calls.
- Provide hardware / software / network problem diagnosis / resolution via telephone and email forend users.
- Route problems to internal support teams.
- Coordinate and manage relationships with vendors and support team that provide hardware /software / network problem resolution.

#### **Personal Traits**

- Dedicated in achieving the goal.
- Solving puzzles, Sudoku and playing chess and carom
- Driving vehicles and exploring new and short ways
- A person with commitment & determination.

#### **Personal Details**

<b>Date of Birth</b>	03-June-1994
<b>Gender</b>	Female
<b>Husband's name</b>	Mr. C. Jaya Vishnu
<b>Marital Status</b>	Married
<b>Address</b>	4/327, Chinnamadampalayam, Coimbatore- 19
<b>Languages Known</b>	English, Telugu & Tamil

## **Declaration**

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

**Place:**

**MONIKER**

**Date:**

**(K. Sreejha)**