

REKHA R

+971 55 616 2975 (M)

rekharekharaju@gmail.com



EXPERIENCE

Organization/Institute	Designation	Duration
Option Training Institute, Dubai	Teacher / Admin	23rd April 2018 to till date.
Emcan Educational Institute, Dubai	Teacher / Admin	8 months 12th June 2017 to 12th Feb 2018.
Zcompany Dubai.	Sales Coordinator / Procurement	6 months 26th November 2016 to 8th May 2017.
Sri Venkateshwara College of Engineering, Vidya Nagar, Bangalore, Karnataka, India	Assistant Professor in Electronics and Communication Engineering	1.5 years 20th July 2015 to 12th November 2016
Presidency School Bangalore South, Karnataka, India	Teacher	1.2 years 1st May 2014 to 10th July 2015
Vemana Institute of Technology, Bangalore, Karnataka, India	Assistant Professor in Electronics and Communication Engineering	3.4years 21st July 2010 to 30th November 2013
State Bank of India Local Head Office Trivandrum, Kerala	Assistant	1.6years 5th January 2009 to 3rd July 2010
University College of Engineering Trivandrum, India (Managed by University of Kerala)	Lecturerin Electronics and Communication Engineering	2.4years 19th July 2006 to 3rd November 2008
SreeChithiraThirunal College of Engineering, Pappanamcode, Trivandrum, Kerala, India	Lecturerin Electronics and Communication Engineering	3.6 years 1st January 2003 to 18th July 2006

EDUCATION

Degree	Year	Institute	University	Specialization	Grade/Class
Master of Science	September 2013	Manipal University Karnataka India	Manipal University Karnataka India	Embedded and Control System Design	First Class 72% CGPA:7.79
Bachelors in Technology	June 2002	Rajiv Gandhi Institute of Technology Kottayam India	Mahatma Gandhi University Kottayam Kerala India	Electronics and Communication Engineering	First Class 66% CGPA: 7.11

PROFESSIONAL SUMMARY

1. Have **12 years** of teaching experience and **1.6 years** of banking experience.
2. Have **6 months** of relevant work experience in SAP HANA 1.x SPS9 focusing on POC/ implementation.
3. Have **6months** of relevant work experience in SAP BW 7.4/ SAP BI 7.0 focusing on implementation, maintenance and Production Support for SAP BI Applications

JOB PROFILE

Option Training Institute

Roles.

1. Teaching for GMAT(Maths), GRE(Maths), ACT(Maths), SAT (Maths), SAT Subjects (Physics, Chemistry, Biology, Maths L2), AP Biology, AP Chemistry, AP Physics, IB.
2. Admin Jobs.

Emcan Institute

Roles.

1. Teaching for GRE(Maths), GMAT(Maths), SAT (Maths, Physics), IELTS, MS Office.
2. Admin Jobs.

Zcompany

Roles.

- Communicate effectively with sales managers and their clients to maintain existing relationships while helping to create and build new client relationships.
- Coordinate sales team by managing schedules, filing important documents and communicating relevant information.Admin
- Store and sort financial and non-financial data in electronic form and present reports.
- Handle the processing of all orders with accuracy and timeliness.
- Supporting the sales team in attaining sales targets.
- Providing sales and administrative support through various office duties such as answering the phone, making calls to vendors and negotiating for a better price, managing calendars, scheduling site visits, etc.
- Create proposals and contracts that accurately reflect the services requested. This includes: word processing, creative writing, costing and research.
- Assisting in the implementation of sales strategy as prepared by the Sales event manager.
- Input new sales inquiries into the company's database and update program files in the database as needed.
- Generate & Maintain relationships with the Key decision makers for the future inquiries and growth of the company.
- Stock taking and reconciliation.

Skills.

- Review document submitted by buyers for prospective vendors to ensure compliance with all requirements.
- Update Purchase Orders with current delivery information.
- Develop relationships with suppliers to resolve delivery and quality concerns and obtain documents.
- Assist Purchasing Manager with projects as needed.
- Excellent polite and persuasive communication skills.
- Passionate, hard worker and well-organized professional with power to prioritize and multitask.
- Ability to meet deadlines.
- Good liaison with all other department members.
- Able to work in team and willing to put up to team.
- Can work well in a fast-paced environment.
- Self-Starter who is proactive and motivated.

ADMINISTRATIVE RESPONSIBILITIES

- Evaluator and coordinator for International Conference
- Exam Cell Assistant Chief Superintendent
- Arts festival Staff in charge
- Time table Co-coordinator
- Test Co-coordinator
- External Deputy Chief Superintendent
- Class Teacher
- Staff in charge Arts Club
- Staff Advisor
- Document Control

CONFERENCES/WORKSHOPS/ SHORT-TERM COURSES ATTENDED

RTEICT 2016

Mission 10X by Wipro from August 1th 2011 to August 5th 2011

SOFTWARE SKILLS

Design Tools : Matlab
 Programming language : C, C++.
 Operating systems : Windows
 Simulation Tools : Orcad, Pspice
 ERP : **SAP BI, SAP HANA**

PERSONAL INFORMATION

Nationality : Indian
 Religion : Hindu
 Marital Status : Single
 Date of Birth : 7th December 1980
 Age : 38 years
 Address : Flat #506, Pixel Building, Al Ghubaiba, Dubai

PASSPORT DETAILS

Passport No : K3744543
 Expiry Date : 07.03.2022
 Place of Issue : Trivandrum, Kerala, India

REFERENCES

On request.