



RASHNI

Senior Vendor Manager

11+ years of experience in freelancer/vendor management. Skilled in tracking and evaluating vendor performance using key performance indicators (KPIs) such as cost, quality, delivery, and responsiveness. Proven ability to maintain strong relationships with vendors to ensure high-quality service and product delivery. Facilitate communication between vendors and internal stakeholders to resolve any service or product-related issues.

Contact

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Email

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LinkedIn Profile

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Address

Chennai, India

Education

2008 - 2012

B.Tech (Information Technology)

JNTU-H

Skills

- Project Management
- Time Management
- Budgeting
- Teamwork
- Communication
- Prioritization skills
- Problemsolving
- Stakeholder management
- Attention to detail
- Adaptability

Languages

- English
- Hindi
- Malayalam
- Tamil
- Telugu

Work Experience

• Aug 2022 - July 2023

**Deluxe Entertainment Distribution India Private Limited,
Senior Resource Management Coordinator**

- Troubleshoot and resolve freelancer queries.
- Processing additional payment related tasks.
- Notify freelancers about updates, enhancements, process changes etc.
- Engage and build a strong external freelance community.
- Ensure freelancers are available and utilized efficiently.
- Conducting an introduction call with freelancers.
- Moodle correction.
- Offer continuous feedback to the freelancers to improve their equality.
- Identify and upskill freelancers based on the feedback.

• Aug 2018 - Aug 2022

**IYUNO Media Group.,
Project Coordinator**

- Assist in developing detailed project plans, including timelines, milestones, and resource allocation.
- Coordinate and schedule meetings, including project kick-offs, status updates, and feedback meetings.
- Distribute project-related information, including updates, changes, and documentation.
- Track resource utilization and availability.
- Assist in resolving resource conflicts or shortages.
- Help ensure that the project stays within its budget.
- Ensure that project deliverables meet quality standards and requirements.

• Oct 2014 - Jan 2018

**HS Brands Pvt. Ltd.,
Project Coordinator**

- Led market research audits to ensure quality.
- Worked with team members to understand project goals and provided clear instructions.
- Designed questionnaires to meet project needs.
- Assigned auditors to locations and managed coverage.
- Allocated tasks among team members for balanced workloads.
- Provide support to project team members, addressing any issues or concerns they may have.
- Regularly followed up with auditors to ensure timely report submissions.
- Prepared PowerPoint presentations summarizing project results.

• May 2012 - Sept 2014

**Parivartan Software & Multimedia Pvt. Ltd.,
Project Coordinator**

- Gathering requirements from the client.
- Analyzing the requirements and preparing the project plan.
- Coordinating with the team members and allocating tasks for the smooth project delivery.
- Help manage relationships with stakeholders, including clients, vendors, and other external parties.
- Serve as a liaison between project teams, stakeholders, and management.
- Worked towards on time delivery of the projects.