JENIFER

[JENIFER.319975@2freemail.com](mailto:JENIFER.319975@2freemail.com)

**Executive Profile**

Experienced Logistics Professional with 14+ years’ experience in MNCs with demonstrated capabilities functioning in demanding environments, partnering with Management team members to achieve the objective of growth and customer satisfaction

**Skill Highlights**

* Customer Service
* Leadership skills
* Team player
* Time Management
* Result Oriented and Pro-Active
* Self-motivated
* Strong problem-solving, negotiation & follow-up skills
* Production Planning & Forecasting
* Inventory Management
* Warehouse Management
* Cash Management
* Budgeting
* Analysis of Market Demand
* Return Material Authorization Management

**Accomplishments**

Cost & Performance improvements which led to increase in mobile sales by 10% during 2010 – 2011

Reduced lead time on Blackberry deliveries by a day

Collection of payments of over five months past due, on taking over the collection activities in Emitac Service Division

**Summary of Qualifications**

**Logistics:** Hands-on and leadership experience across a range of logistics functions including: production planning, inventory management, customer service, forecasting, transportation and distribution with a diverse group of companies, products, and services.

**Acumen:** Well-developed business and supply chain understanding attained through diverse assignments in logistics, sales, and business analysis.

**Result Oriented:** Proven track record utilizing a fact-based, process-oriented approach towards reaching aggressive goals in support of cost, profit, service and organizational objectives.

**Professional Experience**

**Logistics Executive May 2007 to Oct 2014**

**Emitac Mobile Solutions Dubai- U.A.E**

**Service Division**

RMA Management, Stock Consumption Reports, Cash Collections, Negotiating With shipping lines

& freight forwarders, Inventory & Product Reports, Sales Vs Budget Reports, Planning Budgeting &

Forecasting, Claims Management

**Blackberry Division**

Responsible for management and efficient movement of inventory, Market Demand Analysis, Export Import

Documentation, Forecasting, Sales Reports, Cash Management, Handling LC’s, Order Processing & Shipment Monitoring

**Logistics Coordinator June 2005 to May 2007 D-Link Middle East FZCO Dubai- U.A.E**

Export Import Documentation, Order processing, Optimizing Inventory, Market Demand Analysis,

Updating Stock list, Warehouse Management, Inventory & Sales Reports, Freight forwarder negotiations,

Customer service

**Logistics Coordinator/Finance Executive Jun 2003 to Jun 2005 Fujitsu General Middle East FZE Dubai- U.A.E**

Order processing, invoicing and Shipping, Import Export documentation, Custom Clearance,

LC documentation, Sales Vs Budget Reports, Negotiations with Freight Forwarders.

**Various Roles Oct 2001 to Jan 2003**

**Procter & Gamble FZE Dubai- U.A.E**

Accounts Payable, Shipment Tracking, Sales, Inventory and Product Reports, Invoice Checks,

Reconciling inventory, Follow ups on Export and Import documents.

**Orchids Network Jun 2000 to Jul 2001**

**Finance Executive Bangalore - India**

Cash Collections, Invoicing, Handling Petty Cash, Reconciling Bank Statements

**Shads Enterprise – Part Time Sept 1999 to May 2000**

**Various Roles Mangalore - India**

Customer Service, Invoicing, administration funstions

**Educational Qualifications**

**BBM – Bachelor of Business Management –** Specializing in Financial Management **2000**

**Mangalore University** Mangalore, India

Passed with a First Class

**MBA – Major in Finance & Accounting 2010**

Preston University Ajman Ajman, UAE

Passed With a distinction

# Computer Literacy

Oracle Applications used by Emitac Mobile Solutions LLC.

IScala 2.2, software used by D-Link Middle East FZCO.

Platinum Systems, software used by Procter & Gamble Free Zone Enterprise.

Knowledge of accounting package Tally.

Well Versed with MS Office

**Other**

**EMS Customer Relationship Management -** CRM training for future leaders

**Hands on Experience in ERPs including Oracle**

**Good Knowledge of Microsoft Office**

**Served as Sports Captain for MES Indian School – Doha Qatar**

**Personal Details**

**Date of Birth – 5th October, 1979**

**Visa Status - Husbands Sponsorship**

**Valid UAE Drivers License**