Jyoti

E-mail address: [Jyoti.374494@2freemail.com](mailto:Jyoti.374494@2freemail.com)

Address:- Dubai-U.A.E



**Objective**

Seeking result oriented career in Operation Management / Vendor Management and Project Coordination in an organization which will provide a challenging environment that fosters innovative thinking, creativity, promotes learning.

**Core Competencies**

* Task Master with focus on meeting deadlines.
* Building Relationship
* Team Player
* Strong Negotiation
* Creative Problem Solving
* Ability to learn quickly
* Ability to work under pressure
* Bid Management Support
* Purchase Order Processing
* Supplier Payment Processing

**Professional Experience**

**Have worked with Emitac Enterprise Solutions from Oct 1998 to Aug 2017 in various roles.**

Emitac Enterprise Solutions, part of Emitac Group is a leading IT Integrator and Solution provider in UAE since 1976. Having office locations in Dubai and Abu Dhabi, Emitac delivers Microsoft platform based solutions including licensing, Cloud solutions, Microsoft Dynamics, Managed Services In Infrastructure, Security, Data Warehousing, Storage Consolidation, Disaster Recovery. Emitac handles IT Projects across UAE for Government and Non-Government customers. Emitac has partnered with Major Technology vendors including HP, Microsoft, Symantec, Cisco, Veritas,Veeam.

**Operations Specialist (2008 – 2017)**

In this role, major responsibilities were Partner Management and Supplier Order processing as below;

**Partner / Vendor Management:**

* Handling vendor portals of key vendors like HP, Microsoft, Symantec, Cisco
* Partnership Agreement Renewal Management
* Tracking Required Vendor Certifications and timely escalation to Business Heads to ensure proper certification levels are maintained
* Initiating the marketing activities to promote its sale Tracking all funds from various partners
* Negotiating with vendors to get additional funds for Organizing and planning event like (HP Discover, Workshop in France, Sales Academy, Microsoft Partner Academy, Emitac Group-Team Building)
* Timely submission of documents for rebates and claims

**Have Handled Rebate Claims over USD 2 million without loss of any eligible rebate in any year**

**Supplier Order Processing and Payments:**

* **Coordinating with Account Managers to receive all documents needed to place the order**
* **Entering order form in Oracle ERP system**
* **Compiling documents required to place order**
* **Entering Purchase Order in Oracle ERP system**
* **Verifying supplier payment terms**
* **Order Placement with respective vendors**
* **Schedule and Track Delivery**
* **Receiving supplier invoices and review invoice for compliance, if invoice meets the requirements then taking required approvals.**
* **Notifying the suppliers if the invoice does not meet the requirement.**
* **Reconciling of supplier statements.**
* **Processing Supplier payments in Oracle ERP Systems and Taking necessary business approval.**

**Have Handled Supplier payments (USD 30-40 million per year) to HP and Microsoft in timely manner to ensure Zero No Late charges / Loss of Early payment discount for over 5 years.**

**Sales Coordinator (1998 to 2008):**

**In this role major responsibility was to provide Sales support and all Admin functions related with sales.**

* **Provide administrative support to Sales Team.**
* **Consolidation of Tender Documents.**
* **Arranging Bank Guarantees.**
* **Ensure receipt of advance payment (if applicable) before delivery**
* **Coordinating with suppliers and warehouse team to ensure proper delivery.**
* **Coordinating with Service Delivery Team for installation and implementation**
* **Monitoring of Open Orders**
* **Initiation of Milestone invoice request as applicable**
* **Forecasting revenue for the month and quarter.**
* **Sending revenue request to accounts**
* **Preparing Reports at various levels.**
* **Assisting in Organizing events for Eid, Christmas, Diwali.**
* **Ensure Contract review, approval and execution in accordance with corporate and /or business unit guidelines.**
* **Communicating across organizational boundaries- from sales through to senior Managers**

**Education:**

Bachelor of commerce Mumbai University

XII Swami Vivekanand High School, Mumbai

**Computer Knowledge:**

Working experience with ERP’s like Oracle, Knowledge of MS Office Suite.

**Personal Information:**

Date Of Birth March 11 , 1978

Nationality Indian

Visa Status Residence Visa (Husband’s Sponsorship)

Languages English, Hindi, Marathi.

References As upon your request

\*\*\*\*\*\*\*\*\*\*\*