**JENNIFER**

**EMAIL:** [**Jennifer.374748@2freemail.com**](mailto:Jennifer.374748@2freemail.com)

**EDUCATION AND CERTIFICATIONS.**

* **Post Graduate Diploma in Business Management (MBA),** with **specialization in Finance and Information Technology**, from K.C. College of Management Studies, Mumbai, India. **Achieved a Distinction Class** in May 2001**.**
* **Bachelor of Commerce Degree**, with **specialization in Accounting and Auditing**, from St. Andrew’sCollege, University of Mumbai, India. **Achieved a First Class** in April 1999**.**
* **Higher Secondary Education** from St. Joseph’s School, Abu Dhabi. **Achieved a First Class** in May 1996.
* **Diploma in Information and Systems Management**, from Aptech Computer Institute, Mumbai – India.
* Completed the **Executive Office Assistant Course** at. Clares Secretarial School, Mumbai – India.

**WORK EXPERIENCE AND ACCOMPLISHMENTS**

**1) Siemens LLC Abu Dhabi** **October 2007 - Present**

**Position/Role** **Commercial Officer**

**Main duties and responsibilities are:**

* Commercial support for offer preparation
* Review and analyses of tender documents from commercial and contractual point of view (Terms & Conditions, list of clarifications, exceptions and deviations, risk identification and assessment)
* Clarification of commercial and contractual topics with Contract Management and Legal department
* Support in preparation and conduction of Limits of Authority (LoA) process in offer preparation
* Execution of project according to guidelines
* Issuing Purchase Orders in SAP system. Regular communication with the suppliers/procurement department/freight forwarders to ensure procurement activities and deliveries of materials takes place in a timely way.
* Issuance of Guarantees in the Great tool and follow up with customers for their timely return.
* Project administrative tasks. Coordination with the insurance companies for the project insurance certificates.
* Handling Logistics activities and Supplier invoices.
* Invoicing to customer.
* Monitoring, controlling and updating of project costs, risks, invoicing, accruals, provisions in the local SAP
* system (Spiridon)
* Monitoring project cash flow, costs, revenue management. Advises project management on any costs and cash flow issues arising.
* Follow up with customers for receivables
* Working closely with project team and preparing Cost change notices for any changes in costs and revenue
* Risk management work with project team to identify project risks and propose mitigation plans.
* Preparing reports and updating of project data in SAP and various control systems.
* Forecasting, Budgeting and Reporting. Notifies project management of any deviations in achieving the forecast.
* Net Foreign Currency Projection Report
* Participates in Balance sheet/project reviews

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**2) Energizer Middle East & Africa Ltd, Dubai** **January 2005 – October 2007**

**Position/Role** **Customer Service Coordinator**

**Main duties and responsibilities:**

* Coordinator for the Gulf Market
* Sales Order Processing in the **Scala System**
* Issuing purchase order to the supplier
* Letter Of Credit documentation ensuring all standard requirements are met; preparing all the necessary documents as per the L/C conditions
* Sales Coordination activities with the forwarding companies.
* Coordination with inspection companies and insurance companies.
* Coordinating deliveries with the warehouse
* Invoicing
* Follow up with customers on orders and payments
* Forecast Coordination
* Providing monthly reports on sales order status, delivery promptness

**3) Gillette Middle East and Africa, Dubai** **May 2004 – Dec 2004**

**Position/Role:** **Purchase Assistant**

**Main duties and responsibilities:**

* Negotiation with Suppliers
* Preparing Purchase Orders
* Follow Up on Orders to ensure timely delivery
* Purchase Administration
* Coordinating with the Finance Department for settling payment to suppliers.

**4) Abu Dhabi Maritime & Mercantile International Company (ADMMI)** **Sept 2002 – April 2004**

**Position/Role** **Logistics Administrator**

**Main duties and responsibilities:**

* Working on SAGE Package
* Purchase Orders processing using the principles of FIFO AND FEFO

 Effective coordination and communication with the logistics and the consumer sales team.

* Invoicing
* Consumer credit notes and service credit notes.
* Customer visits to improve the understanding of business

**5) British Petroleum (B.P.), Abu Dhabi** **Feb 2002 – April 2002**

**Position/Role** **Accounts Assistant**

**Main duties and responsibilities:**

* Working on the SUN Accounting Package
* Preparing Journal Entries in the Accounts Payable, Accounts Receivable, cash and general ledger module.
* Preparation of Invoices
* Bank Reconciliations.
* Preparation of Cheques and payment vouchers.
* Handling the petty cash

**AREAS OF STRENGTH AND EXPERTISE:**

* Proficient in Microsoft Outlook
* Proficient in SAP

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* Well versed with Project Management skills. Successfully completed training in Project Management conducted by Siemens Germany Global Campus.
* Client Management
* Excellent Interpersonal and communication skills.

**OTHER DETAILS.**

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| --- | --- | --- |
|  | Age: | 38 |
|  | Marital Status: | Married. |
|  | Nationality: | Indian. |

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