

**JANANI**

**JANANI.63543@2freemail.com**

*A competent professional with experience in Business Development, Customer Support, Planning & Operations, Procurement, Process Management, Training and Team Management.*

*Competent in handling complexed accounts and increase results through effective planning, continuous negotiations organised management skills and excellent communication.*

**WORK EXPERIENCE**

**2015 – till date: Procurement Manager**

**BEMCO Abu Dhabi, UAE**

Key tasks & Achievements

* Handle the completeprocurementfor projects related to construction and maintenance**.**
* Handle the evaluation & re-evaluation of all suppliers, which is conducted on half-yearly basis.
* I was a vital key team member on winning the Annual Facilities Management Services contract of Terminal 5 King Khaled International Airport in Kingdom of Saudi Arabia.
* Appointed as the Management Representative for ISO 9001:2008 Quality Management System in BEMCO.

**2014: Sales Manager**

**Qatar Experts, Qatar**

Clients

*• Masraf Al Rayyan • United Readymix • Urbacon Trading and Contracting • Qatar Media Corporation*

Achievements

* Successfully secured an IT Security bid for Masraf Al Rayan Bank on Network Security.
* Increased sales revenue by 3% within six months of assuming duty.
* Was managing a team of five competent sales personnel.

**2011 – 2013: Sales Officer**

**BEMCO Abu Dhabi, UAE**

Clients handled

* *TDIC – Abu Dhabi • Northcorp Fit-Out Contractors • Tilca Electro Mechanical*

Achievements

* I was leading the team to successfully obtain ISO 9001:2008 Quality Certification from Bureau Veritas Certification which enabled BEMCO to register with Oil & Gas companies in UAE.
* I was assigned a pivotal role in securing two major Facilities Management Services tender of TDIC.
* Managed Facilities Management Services of a residential compound consisting 169 villas where the task was handled through a set of competent technical team.
* Prepared the Facilities Management Policy & Procedure guide book for maintenance site personnel.
* Addressing all IT needs of the organisation.

**2008 – 2011: Senior Media Planner**

**Starcom Worldwide/ Leo Burnett Solutions Inc, SL**

Achievements

Clients handled

*• Samsung Electronics • Cargills Ceylon Ltd (FMCG) • Sri Lanka Telecom Mobitel*

*• UNICEF – Campaign on Recruitment against Child Soldiers*

* A successful campaign on Samsung in Sri Lanka was launched & made the brand gain the second highest market share within three-month of launch in local market.
* UNICEF campaign on recruitment against child soldiers was an international award winning successful campaign for which the media plan & execution was done by my team.
* I was a vital member of the team who did the media research, plan & execution on Sri Lankan Government’s largest mobile project for Sri Lanka Telecom Mobitel which increased the market share of Mobitel by 33% within a span of five months in the competitive telecommunication business.
* Successfully managed Sri Lanka’s fast growing and leading FMCG client, Cargills Ceylon Ltd, and played a pivotal role in making Cargills Ceylon, the ‘Superbrand’ in retail supermarket chain in the island.

**2006 – 2008: Media Executive**

**BatesAsia Strategic Alliance (Pte) Ltd., Sri Lanka**

Clients handled

*• Holcim Lanka/ Sanstha Cement • Softlogic Holdings – Nokia Mobiles • McLarens Lubricants Ltd - Mobil*

*• Lankem Robbialac –Paints • Triumph International – Lingerie*

Achievements

* Played a pivotal role in increasing the productivity through effective media planning for Nokia’s ‘Grey Market’ campaign.
* Triumph International’s Valentine collection was planned and launched in media, for the first time in Sri Lanka.

**2001 – 2005: Senior Customer Support Executive**

**Mitech Computer Systems (Pvt) Ltd., Sri Lanka**

Accountabilities

* Handling clients’ IT needs, after sales calls & payment collections.
* Corresponding with walk-in customers & coordination with technical division.
* Handling shipment documents, LCs of the computers & accessories brought down from IBM, Singapore.

**EDUCATION**

**2016-2017:** Currently following **MSc in Global Management** from University of Salford, Manchester, UK

**Modules:** Operations and Information Management

 Strategic International Business Management

 Marketing and Services Management

International Financial Management

**2008**: Studied for DCAM (Diploma in Communicating, Advertising and Marketing) from

‘The Chartered Institute of Marketing’, UK.

**Modules:** Consumer Marketing, Media, Advertising & Public Relations.

**2004**: Professional Diploma in e-Technology Curriculum from NIIT (India), Colombo, SL.

**Specialization:** Web-Centric Application Designing and Development.

**1987–2000:** Methodist College, Colombo, Sri Lanka

G.C.E. (Advanced Level) Examination in 2000 – Bio-Science Stream

G.C.E. (Ordinary Level) Examination in 1997

**EXTRA CURRICULAR ACTIVITIES**

* Was a volunteer of Commonwealth Heads of Government Meeting (CHOGM) held in Sri Lanka in 2013 and actively involved in event coordination.
* I participated as a volunteer for 10th South Asian Games Colombo in 2006 and was actively involved in the office activities too.
* I was the President of Senior Girl Guides Association & represented Sri Lanka at an International Service Camp in Sri Lanka in 1999.
* I have been an active member of English & Tamil Literary & Dramatic Association, Senior Science Association and represented my school in Inter-School competitions.
* I have played netball for my school in netball tournaments.