

JEEVAN POOJARY

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Khobar, Saudi Arabia

SUMMARY

An operations expert is competent at using creative management strategies to improve team performance. provides employees with careful, thorough, and helpful criticism in order to encourage teamwork and efficiency.

SKILLS

- Excellent Customer Service Skills
 - Effective Time Management
 - Technical knowledge of pest service processes, pesticides and equipment's.
 - Education and Training to Team
 - Organizing skills
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PERSONAL INFORMATION

- Passport Number: W0636505
 - Date of birth: 09/28/88
 - Nationality: Indian
 - Driving License: Valid Indian License
 - Marital status: Married
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CUSTOM SECTION

- Software: Microsoft Office, Excel, Word, PowerPoint, Outlook, Microsoft Windows, Gmail & Icab
 - SAP Business One Experience in:
 1. Sales Module (Sales Quotations, Sales Order, AR Invoice & Credit Memo) & Reports.
 2. Inventory Module (Goods Receipt, Goods Issue, Inventory Internal Transfers) & Reports.
 3. Operation Add-on Module (Activity Posting as Per Contract) (Frequency, Contract Renewals, Master Schedule Planning, Daily Service Job Cards Reports) & Reports.
 4. Synchroteam TAB. Integrated with SAP Business One for daily schedule activity.
 - Interpersonal skill: Possesses an open mind and positive attitude toward learning.
 - Efficient, fast learner, and flexible with the ability to finish on time can work under pressure.
 - Reliable employee that valued hard work, integrity, and patience.
 - A good and productive employee, dependable and self-motivated.
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EXPERIENCE

07/2024 to Till Date

Operations Executive

Green Top Contracting Co., Div. Pest Control, Kingdom of Saudi Arabia

- Verify credit contracts to ensure compliance with company norms and Condition.
- Establishing and maintaining relationships with key vendors and suppliers to ensure timely delivery of materials and equipment, minimizing downtime and maximizing efficiency
- Documentation of major clients Like (Food, Pharma, Land Rigs, and Offshore Rigs) service delivery reports, Monthly Pest Trend Analysis, summary reports, etc.
- Managing day-to-day operations, overseeing scheduling, dispatching, and service delivery to residential and commercial clients

- Managing the overall client satisfaction scorecard (feedback form) for the branch (monthly/quarterly).
- Contact each vendor and get information regarding price, availability, and quality of problems.
Arrange meetings with vendors and confer with them to provide them with requirements
- Assist in preparation of bidding documents and ensure that other documentation is in order
- Monitor all purchase requisitions and handle adjustments with vendors etc.
- Research pricing information and compare prices and quotations.
- Communicated with suppliers in planning for purchasing and tracking materials.
- Supervise & document periodical inventories and prepare various reports as per the instructions of the management.
- Verify credit contracts to ensure compliance with company norms.
- Maintain and control the use of stock, equipment & consumables
- Pre-planning, costs, and deployment of new projects

10/2019 - 02/2024

Operations Coordinator

Five Moons Co. Ltd | Kingdom of Saudi Arabia

- Oversee a team of 27+ technicians and support staff, providing leadership, training, and guidance to ensure optimal performance and customer satisfaction
- Producing technician time-sheets as necessary at the end of each accounting period
- Assisting the organization with the proactive control and scheduling of team's annual vacations
- Liaise with the Manager daily regarding current tasks and assist in the planning & daily scheduling of future tasks in SAP business-one
- Assisting sales team for site estimations and preparing cost sheets/quotations
- Implementing process improvements to optimize route planning, reduce travel time, and increase technician productivity
- Technicians Certificate Database (H2S, Pest Control, HUET) for Offshore & Onshore Rig Jobs
- Develop and implement strategic initiatives to streamline operations, improve service delivery, and reduce costs

08/2018 - 09/2019

Operations Executive

ETGAGROPROCESSING(INDIA) PVT.LTD., Mumbai, India

- Coordinate and negotiate with shipping lines to secure competitive rates and ensure timely delivery of shipments
- Negotiate with Forwarder to the lowest best price with comprehensive payment terms (with the superior)
- Approve bookings for container and freight pick up and ensure coordination for shipments
- Review and sign off shipping documents while ensuring completeness and accuracy
- Assist to prepare Authorization letter and send to forwarder together with shipping documents for clearance of the goods from the port
- Documentation and tracking of shipments
- Review and approve and follow up on the documents, processes and controls of freight payment and audit system and ensure all documents, processes and controls are updated
- Handle and resolve any operational issues or discrepancies that may arise during the freight forwarding process
- Manage the archiving of completed shipment files and maintain record-keeping.

04/2014 - 07/2018

Operations Executive

Rentokil Pci Pvt Ltd India | Mumbai, India

- Manage staff by preparing work schedules and assigning specific duties
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary
- Handle customer complaints tickets and Closure
- Chemical indent and Material Arrangements
- Pest control documentation or certification
- Pest trend analysis and audit report preparation
- Monitoring operations equipment's and their maintenance
- Manage and train supervisors and technicians.

AWARDS

Best employee of the year during the covid-19 year of 2021

TRAINING

Attended 3 times training for integrated pest management (IPM) in Mumbai India (2015,2016,2017)

DISCLAIMER

I hereby declare that the details and the information given above are correct and true to the best of my knowledge.

HOBBIES AND INTERESTS

- Cooking
 - Listening to Music
 - Playing Cricket
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EDUCATION

St. Xavier's College, Mumbai, Mumbai University
Bachelors of Commerce (BCOM)

LANGUAGES

Kannada: First Language
English: Upper Intermediate
Marathi: Upper Intermediate
Hindi: Advanced