

LATA JHAVERI

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Summary

Experienced, dynamic highly successful **Senior Executive to C-Suite**, holding 8+ years of experience in top multinational companies with a history of successful performances, receiving appreciation and awards. Able to perform and adapt in various work environments. Quick to learn, excellent with **organizational skills, negotiation skills, time management skills**, and an absolute team player. Skilled in multitasking, handling responsibilities, and taking on challenges. Highly motivated with a pleasant personality and **good communication skills**. Recognized as an effective decision maker with demonstrated aptitude and creativity in **operation management** with excellent **leadership skills** in managing multi-departmental organizations on an ongoing basis. Successfully developed and implemented major improvements to operational and managerial systems resulting in **increased productivity** and **reduced costs**.

Core Competencies

Strategic Planning | Managed Services | Operations Excellence | Stakeholder management
Incident/Problem Management | Communication Strategy & Relations | Project Management | Events Management | organizational skills | negotiation skills | time management skills | leadership skills | Microsoft Office | SAP | Concur System | Contract management - SAP ARIBA

Key Achievements

- Implemented a record management system which lead to reduce time to find records and kept in order to manage in a right manner.
- Collated data for presentation for the team meeting to reduce the time saved for other important events.
- Organized and negotiated team building activates for the office reduced cost by 25%
- Key player for arranging Safety Aid measures and part of Safety warden team in office and particularly during the covid.
- Reached out to vendors and made deals with them on office suppliers and gifts for customers cutting annual supply costs by 20%.
- Active member with various association groups Dow's Women's International Network and
- A representative of Dow's Enable Reform Group- 'Disability Employment Network'
- Volunteering Experience by taking part in blind school for girls by teaching craft.
- Drive for successive fundraiser and donation which lead to make it possible for events by participating in marathon and labor camps.
- Number of engagements talks by virtual WebEx meeting on Disability, Autism. Mental health, Yoga with large scale of participation.
- Participation in local beach clean-ups combating pollution

Experience

Dow Chemical IMEA GmbH

October 2015 – Present

Executive Assistant & Contract Administrator - Regional Manager / Sales Director

- Executed complex administers **duties** for 4 senior directors.
- Served as a lead **administrative professional** for the department for Information & focal point.
- Provided **office support** to the department including **purchase** requests Manages through Diamond System, MSMS, and **File Share Manager**.
- Maintained confidentiality regarding the personal records of all the **senior directors**.

- Worked on **SAP Ariba** for **contract management** on sales, renewal contracts, and distribution contracts.
- Implemented the tasks, documents, and escalate the **management approval** for all the contracts.
- Created a commercial intermediary **database** to manage effectively global agent's **contract process**.
- Provided support to the **Supply Chain and Logistics** team with all activates.
- Monitored the contracts, ensured that the contracts in compliance with the **company policies** and procedures.
- Responsible for setting up meetings with third parties as well as internal meetings.
- Coordinated with the HR Director and supported in **HR activities**.
- Presentation preparation for the monthly **team meeting** coordinating with team members.
- Managed an active **calendar of appointments** for more than 4 Directors on outlook calendar and agendas.
- Filed **expense reports** and approved the **Concur system's** reports for the team members.
- **Negotiated** with vendors and suppliers along with the logo of the company for all promotional products purchased for the company. Maintained budget and reduce the cost by about 50 percent.
- Booked **conference room** and arranged **meetings** within the region and externally.
- Created and maintained **department lists** (Global Department Distribution List, Personnel Data, Organizational Charts, Phones, and Emergency response)
- Arranged department **events** and dinner for directors.
- Assisted with coordinating complex domestic and **international travel arrangements** along with awareness of global time zones.
- Managed **office supplies**, office set up, computer access setup and phone set up for the team

Seadrill

December 2012 – August 2015

HR Administrator (Business Resourcing, & Personal Assistant) - HR Manager

- Worked in the Dubai office as HR Administrator to the **Human Resource & Development team**.
- Coordinated and administered all **Human Resources policies**.
- Managed Employment Law functions and maintains employee relations.
- Coordinated with the Head of the Departments for **manpower planning**, maintain recruitment job listings.
- Researched suitable **candidates** with the help of advertisements on the company website, recruitment agencies, and online portals and make sure of the availability of qualified applicants.
- Arranged interviews and interview **logistics** as directed.
- Initial screening of applications liaises with concerned hiring managers and organize interviews.
- Maintained a record of the **recruitment activates** (details of the candidates interviewed, shortlisted, their application status, and final selection and preparation of employment contract.
- Liaise with members of other departments to follow up on queries from associates, e.g. travel arrangements, **billing information**, documents sent for translation, document coordination.
- Maintained calendar, schedules appointments and meeting rooms, coordinated special projects and events, office activities, and committee meetings.
- Supported in organizing **training and development activities**, to prepare manuscripts, grant proposals, statistical reports, tables, and charts
- Trained in SHL – Online test for recruitment hiring.

Al Futtaim Motors - head office

June 2012 – October 2012

Administrative Assistant (Sales and Planning division)

Reporting to management distributions of Sales & Planning Manager and maintained **stock reports** using **SAP system** by monitoring daily stock reports.

Lift N Shift Equipment Trading LLC

August 2011 – March 2012

Administrative Assistant - Managing Director

Supported the managing director in day to day business **administrative work** along with **calendar management** and **coordinated logistics** with **suppliers** and **customers on shipments schedules** to ensure timely delivery of **materials** as well as ensure the **satisfaction** of **customer** and dealer requirements.

Citibank

June 2003 – May 2011

Senior Relationship Officer – Sales Manager

Conceptualized and developed new markets & segments for **revenue generation** in growth of **business**. Led new banking products to success also brought in and managed **high net worth** clients all over GCC for multiple products. Initiated lead generation, closing **new customers**, and followed through with post-sales support.

Education and Certification

- Business in Commerce in Accounting and Finance (Degree) University of Mumbai -1993
- Certified Administrative Office / Executive Secretarial Skill Parker Academy KHDA approved- 2011

Languages

Fluent in English, Hindi

Beginner - Spanish

Awards

- Gratitude & Excellence Award for successfully organizing Dow's exhibit at ADIPEC -- Dow Chemicals (2018).
- Appreciation Award for team building events and activities – Dow Chemicals (2016)