Leisyan Yamaltdinova

Frontend Developer

Highly skilled with 5 years experience in customer service, sales operations within international engineering companies. Currently graduating React - Redux course. Result focused, detail oriented, logical and hardworking looking forward to joining my new team.

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27 years old

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📧 leisenyamltdinova@gmail.com

Willing ro relocate

Languages

Russian - Native
English – Upper-Intermediate
German - Beginner

Skills

HTML 5 CSS3,
JavaScript
Figma
Bootstrap
React
API
Git
Gsap
Communication Skills
Time management Skills
Teamplayer
Helpful attitude
Multitasking
Positive attitude
Empathic
Knowledge of Microsoft Package (Outlook, Word, Excel, Visio)
Knowledge of ERP systems (Oracle, SAP C4C)
Knowledge of ticketing systems

Professional Experience

National Oilwell Varco

ISE Sales Administrator   **Moscow, Jan 2022— May 2022**

- Managing the entire process from quoting for customers to revenue recognition.
- Orders processing within ERP system (SO PO entry, order receipt, shipment).
- Working collaboratively with legal, finance, data management and sales engineers to produce agreements and contracts in full conformity with company policies.
- Backlog management.
- Ensuring timely Compliance Export Control approval in accordance with company procedures and policies.
- Maintaining communication with foreign suppliers and warehouses.
- Control manufacturing and delivery process.

General Electric, Healthcare

OTR Project Manager   **Moscow, Aug 2021 — Jan 2022**

- Planning and pro-actively managing the entire process of fulfilling a customer contract from Order Entry to revenue recognition.
- Maintain communication with the appropriate individuals throughout the process (Installation Specialist, Logistics, Commercial Operations, Account Managers, Service, Modalities, Legal and Finance teams)
- Order Entry in strict conformity to internal requirements.
- Implement changes as required for each project.
- Monthly forecasting of customers' needs in the systems using internal operational mechanism. Confirm date and plan requested by Customer. Inventory stock control.
- Updating timely key dates using local operating mechanisms and reports.

SKF Group

Customer Service Specialist   **Yekaterinburg, Sep 2017 — Aug 2021**

- Resolve customer inquiries via phone, email, throughout the ticketing system.
- Order entry within internal corporate systems.
- Quotes/calculations/contract specifications processing and agreement.
- Maintain communication with foreign suppliers and warehouses.
- Help customers with product selection.
- Control manufacturing and delivery process.
- Customer reclamations handling including coordinating the process of documents correction and the process of additional goods delivery.
- Organization of local shipments and further coordination with carriers and logistics to ensure proper deliveries.
- Weekly payment overdue reports.
- Backlog management.
- Customer database maintenance.
- Process maps and work instructions development.

Education

- **Ural Federal University**, 2013 – 2017   - Bachelor of Mechanical Engineering| Engineering Production Management
- **Ural Federal University**, 2017 – 2019   - Postgraduate course | Business school| Linguistics | Technical translator
- **CanSheCode**, 2022, Jan 15 – May 5 - Introduction to Web Development| HTML5, CSS3
- **CanSheCode**, 2022, May 31 – Sept 13 - Bootstrap-5 course
- **CanSheCode**, 2022, May 31 – Sept 27 - Front - End Development course
- **CanSheCode**, 2022, Aug 15 – Sept 27 - Figma Gsap course