Gayatri Dinavahi

 Ahmedabad, Gujarat, India [gayatri.dsm.dvb@gmail.com](mailto:pradeepdara8022@gmail.com)  95124 78411

**Linked I**n : <https://www.linkedin.com/in/gayatri-dinavahi-980bb62b5/>

**Github** : <https://github.com/gayatridinavahi01/DATA-ANALYTICS---GAYATRI-DINAVAHI>/

# SUMMARY

Experienced professional in Mechanical and Telecom Companies in the field of Procurement and Sales in Qatar with more than 10 years of experience. Proficient in Data Analysis, Applied Statistics, SQL, Excel, Power Query Editor , Power BI tools. Applying for the position of Data Analyst to utilize my skills in Data Analysis.

# EXPERIENCE

## Procurement Officer

**Al Kaun Telecoms, Qatar Dec-2021 to Feb-2023, Doha-Qatar**

* Responsible for purchase of goods & services including manpower from vendors for business requirement
* Ensure purchase orders are correctly prepared and forwarded to suppliers on time.
* Execute the PO process, ensuring compliance with Procurement Policy, Process and DOA .
* Ensure the best price, quality and favorable credit terms are obtained for all purchases through competitive quotations
* Co-ordinate for business unit purchases and prepare the purchase orders for all the business units .
* Ensure conformance at all times of the organization to Procurement process. Work closely with Contracts to ensure appropriate agreements are negotiated and in place.
* Monitor and maintain a centralized control on all purchases.
* Compile purchase orders, follow-up with business units for unmatched LPO’s and ensure delivery of goods on time
* Document Controlling of the Procurement Records
* Prepare MIS reports, update database, identify competent supplier pertaining to purchases.

## Secretary / Admin Officer

**TEM-AC Trading & AC Contracting, Qatar Apr-2018 to Dec-2021, Doha-Qatar**

* Handling the customer queries and coordinating with Sales Engineers incase technical enquiries.
* Coordinating with Vendors and Suppliers of HVAC Systems to obtain quotes
* Drafting, and issuing quotation to customers as per the requirements and maintaining an electronic copy of all such quotes
* Procurement of HVAC units and coordination with Stores Team for the deliveries of the units and ensure the timely delivery to the customer’s location
* Coordinating with Technicians for conducting Site Visits, and for servicing/repairing existing equipment
* Oversee issuance and record keeping of documents such as Quotations, Shop Drawings and Schedules through its entire life cycle(inception to archival)

## Executive – Admin & People

**Sarjen System Pvt. Ltd. Aug-2015 to Oct-2016, Ahmedabad**

* Preparing or revising job descriptions for various positions at different levels.
* Co-ordinate office activities and operations to secure the efficieny and compliance of the internal staff to company policies.
* Prepare the daily & monthly attendance reports of the staff and administering payroll of the staff.
* Posting job vacancies in the Job portals and like Naukri, Linkedin and other social Networking Sites like facebook, Glassdoor etc.
* Assisting in the recruitment by screening the candidates and scheduling their interview dates and times.
* Conducting the Induction Training for the new joiners of the company on the first day of their job and explaining them company policies.

**Back Office Incharge**

**Priyam Papers Pvt. Ltd Apr-2011 to Jul-2015, Ahmedabad**

* Handle customer and dealer queries, follow up on job work and on sales quotation status
* Plan and make available all sales collaterals such as sample booklets, brochures, sample products etc.,
* Ensure minimum stock level maintained in the warehouse
* Co-ordinate with the Sales Persons for stocks are made available for billing
* Day to day update of Sales order track sheet ,job work sheet
* To provide excellent sales support through follow ups, co-ordination and data management.
* Coordinate with the sales force, vendors and customers
* Preparing and Maintaining region wise/ executive wise performance against target for calculating incentives for sales team
* Preparing and maintaining track of sales product wise, category wise , comparison with targets
* Assist and support administrative staff in their day to day operations. Handling day to day email and letter correspondence.

**Technical Content Writer**

**Scanpoint Geomatics India Ltd Feb-2010 to Mar-2011, Ahmedabad**

* Reviewed four Projects as a Junior SQA in accordance to the Quality Management System(QMS)
* Also worked as a Technical Writer for the above Projects.
* Also involved in Integration Testing of our Core Product Indigenous Geomatic Information System (IGiS) which was developed in support and with the expert guidance of ISRO.
* Preparing Organization level Documents–Documents like Metric Baseline Reports, Effective Evaluation of Trainings, and Software Engineer Process Group (SEPG)Reports.

# PROJECTS

## Covid-19 Data Set

In Depth Analysis of the impact of Corona Virus during the pandemic worldwide. It provided the detailed statistics of the Number of confirmed , recovered , deaths, and testing across various countries in the year 2021. Data Set is sourced from reliable sources , including Govt. health Departments and International organizations.

# SKILLS

**Soft wares Expertise:** MYSQL , Excel-Power Query Editor, PowerBI ,

**Languages :** SQL , M-Language (Power Query Editor)

**Environments/OS:** Windows-2011

# EDUCATION

# Bachelor of Technology in Computer Engineering

Gujarat University • Ahmedabad • 2009

## Higher Secondary Certificate

Maharaja Agrasen Vidyalaya (C.B.S.E) • Ahmedabad • 2005

## Secondary School Certificate

Vishwabharati Higher Secondary School (G.S.B.E)• Ahmedabad • 2003

# CERTIFICATIONS

## National Skill Development Corporation

Course • 2024

Acquiring knowledge on the role of Data Analytics through the study of SQL, Power Query Editor , Applied Statistics and Power BI