





# ADELIN AJMAIN

SENIOR ANALYST

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71800 Nilai, Negeri Sembilan.

## PROFILE

Proven ability to build lasting relationships with partners and stakeholders. Strong project management and analytical skills. Excellent aptitude for using database technology. Flexible and versatile – able to remain calm and focused under changing demands.

## SKILLS

SAP ARIBA

MICROSOFT OFFICE

ADVANCED EXCEL

POWERPOINT

eMARKETPLACE

TABLEAU

CICS

AGILE

PROCESS IMPROVEMENT

SUPPLY CHAIN

PROJECT MANAGEMENT

AUDIT & SOX COMPLIANCE

PROJECT FINANCE

SCORECARD

SHAREPOINT

## PROFESSIONAL EXPERIENCE

### MAP INTERNATIONAL

*Global Giving Analyst*

GEORGIA, USA (REMOTE)

*Jan 2021 – Jun 2021*

- Optimized existing data management of pharmaceutical products by using Excel Advanced functions to speed up the process; converted more than 10,000 complex line items within 3 hours.
- Analyzed and consolidated >1,000 SKU/NDC numbers of pharmaceutical products from various manufacturers; retrieved the Wholesale Acquisition Value to present the data to Vice President.

### JANSSEN PHARMACEUTICALS ( J&J )

*Senior Analyst*

NEW JERSEY, USA

*July 2019 – Dec 2020*

- Contributed to \$30M net income benefit FY2020 through performing monthly review and analysis of pharmaceutical product donations information.
- Performed proper due diligence activity to comply with audit requirement and consistent with Healthcare compliance policies and guidelines.
- Led cross-departments meeting, prepared meeting agenda, YTD Budget vs Actual (BVA), provided recommendations and published meeting minutes.
- Prepared BVA report, increased accuracy of data analysis for product and cash donations reconciliation up to 100%, for external reporting.
- Developed new template for budget tracking to increase visibility and traceability of pharma product donations information by fostering partnership between Sales, Finance, Marketing and Supply Chain teams.
- Managed a team of 7 on the implementation of grant making information management system; migrated over 7,000 line items from legacy into cloud-based system; increased process efficiency by 100%.

### IBM

*Business Operations Executive*

KUALA LUMPUR, MY

*Mar 2017 – May 2018*

- Provided a broad range of operational support to the business unit leader, including revenue, signings target, bid and proposal, account planning, net promoter score; resulted in total annual contract signed \$128M.
- Performed profit performance, account growth and resource utilization analysis to country leaders, maximizing the utilization resources with minimum number of headcounts.
- Worked closely with Country Project Manager Office; prepared weekly, monthly tracking of Global Business Services projects for Cadence Calls.
- Established a continuous improvement to plan and built team capabilities in growing the skills to ensure business success.

## EDUCATION

### MASTER'S DEGREE

Rutgers University, New Brunswick,  
USA / 2020

Master in Communication

### BACHELOR'S DEGREE

Missouri State University, USA /  
2012

Bachelor of Science in Business  
Administrative Management

## ACCOMPLISHMENT & CERTIFICATION

Global Health & Development  
Course, 2020

Corporate Social Responsibility (CSR)  
Fellowship, Janssen Pharmaceuticals  
Inc. 2019

Service Leadership Course (pre-Basic  
Blue), 2018

## REFERENCES

REFERENCES AND VERIFYING  
DOCUMENTS FURNISHED UPON  
REQUEST.

## BRITISH TELECOMMUNICATIONS

*Reporting and Planning Executive*

KUALA LUMPUR, MY

*July 2014 – Feb 2017*

- Spearheaded efforts across Contract Delivery Shared Services (CDSS) Management Information System (MIS) department for global contracts worth \$179M.
- Consolidated and executed monthly CDSS Scorecard and communicated in a presentable manner for Higher Leadership team.
- Created process swim lanes and standard operation procedures for various multibillion-dollar contracts, for audit readiness and increased overall operation's efficiency by 6% (from 92% to 98%).
- Synthesized data for Management Information reporting into comprehensive and analytical summary for higher level management across global function.
- Conducted knowledge transfer sessions, team meetings, discussions, and continuous improvement huddles.

## IBM

*Sales Transaction Support & Billing Specialist*

KUALA LUMPUR, MY

*Jan 2013 – Jun 2014*

- Supply Chain Executive supported Project Base Services for IBM projects.
- Executed and generated billing, invoices, contract registration and dispute resolution.
- Ownership on specific client base in Australia & New Zealand and worked closely with Project Managers to meet monthly project/sales target.
- Activity included monthly/weekly meeting on special handle account with internal IBM personnel to close project deal.
- Prepared report on the resource to be utilized by the project team and had interlock meeting with Project Manager on weekly basis.
- Met all audit requirements for SOX testing and Corporate Audit testing without recommendation from auditors.

## EXPERTISE

- Experience professional with extensive business experience in multiple domains such as Healthcare, Philanthropy, Information Technology and Telecommunication industry, focuses on project management and business analysis, process improvements and coaching teams to exceed client's targets.
- Experience in leading philanthropy effort of charitable contributions in a highly regulated company in USA.
- Proven track record of project management skills with ability to consistently producing quality deliverables on schedule and under budget.
- History of excelling in introducing organizational change and leveraging existing technology.
- Focused on key operational, accounting, financial reporting controls within the scope for SOX review.
- Supervisory and budget experience combined with excellent communication skills that continually drive cross-functional teams to accomplish results.
- Launched and enabled an Agile culture of prototyping enabling next generation delivery for Shared Services.
- Superior communication and writing skills, engaging customers and team members, and presenting with clear and concise context to the Executives and Leadership Team.