

# JAYANT KUMAR BOOSI

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## PROFESSIONAL SUMMARY

Seasoned professional with over 7 years of experience as a Business Analyst in **Finance** and **Asset Management** Domains; managing Accounts Payables and End User IT Support Services. Adept at Asset Management and Warehouse Operations.

## EMPLOYMENT HISTORY

### OCTOBER 2018 – PRESENT

GE DIGITAL

ASSET MANAGEMENT SPECIALIST

*Managed over 15,000 IT Assets for 30+ GE Legal Entities in India.*

#### **Key Responsibilities:**

- Played an active role in the setup of an IT Asset Warehouse for all GE Businesses in India.
- Maintained complete life cycle for all assets – Procurement, Deployment, Disposal.
- Responsible for on-time delivery of IT Assets & Accessories for new joiners. Maintained SLA of over 95%.
- Managed multiple courier service providers to ensure on-time delivery of assets to users working in GE offices across the country and also in remote locations.
- Coordinated shipping of assets from all GE locations in India to IT Depot for re-deployment or End of Lease Disposal.
- Audited reports to ensure that no assets are lost in transit.
- Provided periodical reports for New Joiner Shipments, Redeployments and End of Lease Returns.
- Managed GST related statutory documentation like E-Way Bills, Air Way Bills for all the assets shipped from IT Depot to various GE locations in India and vice-versa on a daily basis.
- Proficient in using MS Office tools like Outlook, Excel, Power Point. Can also write MS SQL queries and ServiceNow (SNOW) to extract data and build reports.

### JUNE 2015 – SEPTEMBER 2018

GE CORPORATE

LEASE OPERATIONS SPECIALIST

*Managed a diverse portfolio of processes and systems for over 40+ GE Legal Entities in India, holding a Lease opportunity of INR 36 Cr per annum for over 15,000 IT Assets.*

#### **Key Responsibilities:**

- Drove accurate billing of Leased Assets by reconciling data in Purchase Orders, Asset Delivery Reports, Asset Deployment reports and Lease Billing reports.
- Reconciled Accounts Payables from various ERPs - SSS, Oracle, SAP, ITAMS etc., and maintained book of records with the Lease Provider.
- Worked with the Finance teams of all the GE businesses to ensure timely payments and also resolution of any disputes.
- Worked with the IT Asset Management teams to track and assign accurate ownership of assets resulting in timely billing and undisputed payouts.
- Maintain Day-to-Day analysis of MIS reports and provide information to management for weekly/monthly meetings Auditable inventory of assets is maintained at all times.

### JULY 2013 - FEB 2015

BARCODE INDIA LIMITED

SALES ENGINEER

*Customer relationship management during Design and Deployment of Track & Trace systems for various industries.*

**Key Responsibilities:**

- Interfacing with customers to understand their needs and coordinating with technical teams to Design and Implement a Track & Trace solution per user's expectations.
- Deriving the complete Bill of Material from Hardware & Software for the respective projects.
- Conducting demos for Hardware and other project related concepts.
- Submitting technical quotes as per the project requirements.
- Involved in discussions with the client related to Technology & Commercials.

**SKILLS**

TOOL	EFFICIENCY
MS OFFICE	Experienced
E-WAY BILL SYSTEM	Experienced
SERVICE NOW	Experienced
FORMS	Skillful
MS-SQL	Beginner
SISENSE	Beginner

**EDUCATION**

DEGREE	INSTITUTION	GRADUATION YEAR	MARKS/GRADE
MBA IN MARKETING & FINANCE	AURORA PG COLLEGE, OSMANIA UNIVERSITY	2013	60%
GRADUATION (COMMERCE)	AVANTI DEGREE COLLEGE	2011	59%
INTERMEDIATE (MEC)	Sri Chaitanya Jr. College	2008	58%
SSC	Pragathi High School	2006	56%

**SOCIALLY RESPONSIBLE INITIATIVES**

- Organized hundreds of Medical camps, Food Distribution camps and participated in Disaster Relief Efforts as an active volunteer in Sri Sathya Sai Seva Organization.
- Active participant in the Service Activities taken up at Govt. Hospitals representing GE and UC (YouSee) NGO.
- Organized "Seva Mela", as part of Joy of Giving week, since 2011.
- Volunteer in-charge for Waste Management initiative in Hyderabad City.
- Member of NCC.

**REFERENCES**

Will be made available as required.