Andrianelinjaka Manampiaina

Office Administrator

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LinkedIn

SUMMARY

Detail-oriented professional with a strong background in finance, sales, and administration. Experienced in managing financial reporting, budgeting, forecasting, and client negotiations, with a proven ability to enhance invoicing, receivables, and customer service processes. Skilled in recruitment, HR administration, and coordinating logistics. Eager to leverage extensive analytical and operational skills to support the administrative and financial functions at Ottawa Construction Association, ensuring efficient operations and accurate financial tracking.

WORK EXPERIENCE

Commercial & Business Development Analyst 01/2026 – 10/2026

Madagascar Oil • Madagascar

- Formulated pricing models, margin analyses, forecasts, and revenue reports to inform commercial decisions and executive planning.
- Facilitated customer negotiations, complaint resolutions, accounts-receivable forecasting, and cash-collection initiatives.
- Spearheaded the recruitment of approximately 50 employees across operations, maintenance, logistics, and corporate functions within six months, collaborating with HR on workforce planning.

Sales & Marketing Manager 09/2023 – 11/2024

Ambatovy Nickel and Cobalt Operations • Madagascar

- Orchestrated global sales activities for annual volumes approximating 60,000 tonnes of nickel, 5,600 tonnes of cobalt, and 190,000 tonnes of ammonium sulphate.
- Managed a seven-person sales and marketing team, overseeing commercial strategy, pricing, distribution planning, and market analysis.
- Furnished market intelligence and performance insights to senior leadership and shareholders, supporting pricing and netback optimization strategies.

Sales & Marketing Superintendent 02/2017 – 08/2023

Ambatovy Nickel and Cobalt Operations • Madagascar

- Oversaw annual marketing and export budgets exceeding US$20 million, preparing comprehensive budgets, forecasts, and performance reports.
- Coordinated international logistics and exports while ensuring adherence to ISO 9001:2015 compliance standards.
- Enhanced invoicing, receivables, customer service, export scheduling, and supply-chain cost control measures.

Supervisor, Management Reporting Finance Department 06/2014 – 02/2017

Ambatovy Nickel and Cobalt Operations • Madagascar

- Directed management reporting and cost-accounting activities, developing enhanced reporting tools to improve financial visibility and accuracy.
- Provided critical cost, budget, forecast, and performance analyses to support senior leadership decision-making.
- Supervised a team of cost accountants in executing monthly closing and monthly accrual processes.

Cost Accountant 09/2013 – 05/2014

Ambatovy Nickel and Cobalt Operations • Madagascar

- Contributed to month-end close, accruals, variance analysis, inventory reconciliations, and timely financial reporting utilizing BAAN ERP.

Expatriate Affairs Administrator 03/2010 – 09/2013

Ambatovy Nickel and Cobalt Operations • Madagascar

- Managed HR and relocation processes for over 230 expatriate employees and their families, encompassing visas, travel, onboarding, documentation, and compliance.

EDUCATION

Abilene Christian University 2008

Bachelor, Administration, Finance & Accounting • USA

SKILLS

Financial Analysis & Reporting | Commercial Analysis & Pricing | Sales Operations | Revenue & Receivables Analysis | Microsoft Excel (Advanced) | Financial Modelling | Data Analysis & Business Reporting | Customer Relations | Team Leadership | Invoicing

LANGUAGES

English — Fluent/Professional

French — Fluent/ professional

Malagasy — Native

CERTIFICATES

Leadership Development Program 2023

University of Cape Town