

# Abhijit Siddappa Kapse



Management consultant| Strategy & Operations Support

## PROFESSIONAL SUMMARY

Entry-level business/operations analyst (MBA) with hands-on experience mapping order-to-dispatch workflows, running stakeholder interviews, and turning basic ops data into simple Excel views (Pivot/VLOOKUP) for on-time/aging tracking. Scoped problem statements, benchmarked vendors (lead time/SLA/credit), and drafted SOP/checklist updates with clear documentation and decks. Comfortable with KPI/MIS reporting, meeting facilitation, and organizing shared knowledge to support small process-improvement initiatives.

## INTERNSHIPS

<b>Seveillar Clinical Supplies Services Pvt Ltd</b> Program Coordinator	<ul style="list-style-type: none"> <li>Scoped a small process-improvement brief with the ops lead; documented current vs. target state in a 1-page problem statement.</li> <li>Mapped three order-to-dispatch workflows from 4–6 staff interviews; flagged 6–8 recurring handoff delays and missing checks.</li> <li>Analyzed 6–8 weeks of basic ops data (orders, ETAs, GRNs) and built a simple Excel view (Pivot/VLOOKUP) to track on-time dispatches and PO aging.</li> <li>Benchmarked three vendors' service terms (lead time, SLA, credit) from invoices/emails; summarized trade-offs for a comparison note.</li> <li>Drafted two SOP/checklist updates and organized a shared folder (10+ docs) so templates, trackers, and notes were easy to locate.</li> </ul>	2024
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## WORK EXPERIENCE

<b>Kapse Agribusiness Operations &amp; Process Analyst</b>	<ul style="list-style-type: none"> <li>Mapped the seed-to-sale workflow (inputs → harvest → dispatch → payment) and created a one-page weekly operating review to track upcoming tasks, risks, and cash status.</li> <li>Ran basic cost comparisons across 2–3 local vendors per input; documented selection rationale and saved typical purchase details in a simple Excel log.</li> <li>Introduced a 10–12-item stock checklist (fertilizer, bags, diesel) and a “buffer-day” dispatch rule to reduce last-minute delays during peak weeks.</li> <li>Standardized recordkeeping: labeled folders (paper + Drive) for bills/challans/weightment slips; matched receipts to delivered quantities to improve transparency.</li> <li>Coordinated with mills/mandis and transporters; scheduled pickups 1–2 days in advance and kept a dispatch log (plot, driver, slip number, date) to close loop on payments.</li> </ul>	2023
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## EDUCATION

MBA	Indian Institute of Management Bodhgaya	6.3/10	-	2025
B.E Civil	Jaywant College of Engineering	78.50%	Rank 2 <sup>nd</sup> out of 50 students	2020

## SKILLS

	<ul style="list-style-type: none"> <li>process mapping &amp; documentation (flowcharts, SOPs), stakeholder interviews &amp; requirements gathering, vendor benchmarking (lead time/SLA/credit), basic cost comparison &amp; PO/GRN tracking, KPI/MIS reporting, meeting facilitation &amp; minutes, recordkeeping &amp; compliance, MS Excel (PivotTables, VLOOKUP, filters), Google Sheets/Docs/Drive, PowerPoint. Stakeholder communication, Cross-functional Collaboration, Negotiation.</li> </ul>	
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## TOOLS

	<ul style="list-style-type: none"> <li>Microsoft Excel, PowerPoint, Tableau, SQL, Google Sheets, IBM SPSS, CRM Platforms (Basic), MRP Trackers (Excel-based), Asana.</li> </ul>	
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## POSITIONS OF RESPONSIBILITY

<b>IIM Bodhgaya E-Cell Lead</b>	<ul style="list-style-type: none"> <li>Directed 20+ campus events/workshops across two semesters; coordinated rooms, speakers, comms, and volunteer rosters; typical turnout ~40–100 per event, with ~90% starting on time.</li> <li>Secured 5–7 external partners—incl. TEDx, YES Club, and startup incubators—through outreach/negotiation; delivered 3+ joint sessions/speaker slots.</li> </ul>	2024
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## CERTIFICATIONS

KPMG	<ul style="list-style-type: none"> <li>Lean Six Sigma Green Belt – KPMG</li> </ul>	2024
McKinsey	<ul style="list-style-type: none"> <li>Forward Program (Pursuing)</li> </ul>	2025
Google	<ul style="list-style-type: none"> <li>Google Project Management</li> </ul>	2024
PWC	<ul style="list-style-type: none"> <li>PwC Data-Driven Decision Making</li> </ul>	2025

## ACADEMIC ACHIEVEMENTS

<b>Project Competition Runner-up</b>	<ul style="list-style-type: none"> <li><b>Runner-up (among 36 entries)</b> – <i>Flow-Net Analysis of an Earth Dam</i>, Inter-Department Project Competition, SVCP Pune, (team of 4).</li> </ul>	
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## EXTRA-CURRICULAR ACTIVITIES

<b>COVID-19 Awareness &amp; Relief Campaigns Volunteer</b>	<ul style="list-style-type: none"> <li>Volunteered 200+ hours for door-to-door awareness campaigns and distribution of essential supplies in 15 residential communities.</li> <li>Reached over 10,000 citizens through awareness drives, partnering with local authorities to spread health and safety information.</li> </ul>	2020
<b>Additional</b>	<ul style="list-style-type: none"> <li>Open to evening/US-shift overlap; immediate joining preferred.</li> </ul>	