

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				
<div>Seveillar Clinical Supplies Services Pvt Ltd</div> <div>Program Coordinator</div>	<ul style="list-style-type: none">• Scoped a small process-improvement brief with the ops lead; documented current vs. target state in a 1-page problem statement.• Mapped three order-to-dispatch workflows from 4–6 staff interviews; flagged 6–8 recurring handoff delays and missing checks.• 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.• Benchmarked three vendors’ service terms (lead time, SLA, credit) from invoices/emails; summarized trade-offs for a comparison note.• Drafted two SOP/checklist updates and organized a shared folder (10+ docs) so templates, trackers, and notes were easy to locate.			2024
WORK EXPERIENCE				
<div>Kapse Agribusiness Operations & Process Analyst</div>	<ul style="list-style-type: none">• 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.• Ran basic cost comparisons across 2–3 local vendors per input; documented selection rationale and saved typical purchase details in a simple Excel log.• Introduced a 10–12-item stock checklist (fertilizer, bags, diesel) and a “buffer-day” dispatch rule to reduce last-minute delays during peak weeks.• Standardized recordkeeping: labeled folders (paper + Drive) for bills/challans/weightment slips; matched receipts to delivered quantities to improve transparency.• 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.			2023
EDUCATION				
MBA	Indian Institute of Management Bodhgaya	6.3/10	-	2025
B.E Civil	Jaywant College of Engineering	78.50%	Rank 2 nd out of 50 students	2020
SKILLS				
	<ul style="list-style-type: none">• process mapping & documentation (flowcharts, SOPs), stakeholder interviews & requirements gathering, vendor benchmarking (lead time/SLA/credit), basic cost comparison & PO/GRN tracking, KPI/MIS reporting, meeting facilitation & minutes, recordkeeping & compliance, MS Excel (PivotTables, VLOOKUP, filters), Google Sheets/Docs/Drive, PowerPoint. Stakeholder communication, Cross-functional Collaboration, Negotiation.			
TOOLS				
	<ul style="list-style-type: none">• Microsoft Excel, PowerPoint, Tableau, SQL, Google Sheets, IBM SPSS, CRM Platforms (Basic), MRP Trackers (Excel-based), Asana.			
POSITIONS OF RESPONSIBILITY				
<div>IIM Bodhgaya E-Cell Lead</div>	<ul style="list-style-type: none">• 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.• Secured 5–7 external partners—incl. TEDx, YES Club, and startup incubators—through outreach/negotiation; delivered 3+ joint sessions/speaker slots.			2024
CERTIFICATIONS				
KPMG	Lean Six Sigma Green Belt – KPMG			2024
McKinsey	Forward Program (Pursuing)			2025
Google	Google Project Management			2024
PWC	PwC Data-Driven Decision Making			2025
ACADEMIC ACHIEVEMENTS				
<div>Project Competition Runner-up</div>	<ul style="list-style-type: none">• Runner-up (among 36 entries) – <i>Flow-Net Analysis of an Earth Dam</i>, Inter-Department Project Competition, SVCP Pune, (team of 4).			
EXTRA-CURRICULAR ACTIVITIES				
<div>COVID-19 Awareness & Relief Campaigns Volunteer</div>	<ul style="list-style-type: none">• Volunteered 200+ hours for door-to-door awareness campaigns and distribution of essential supplies in 15 residential communities.• Reached over 10,000 citizens through awareness drives, partnering with local authorities to spread health and safety information.			2020
<div>Additional</div>	<ul style="list-style-type: none">• Open to evening/US-shift overlap; immediate joining preferred.			