



Inquisitive and self-motivated management professional primed to leverage my work experience and academic learnings to your company's growth in order to scale the business in terms of sales, profitability and visibility.

TECHNICAL SKILLS

Tally ERP9 GST
MS Excel (Pivot Analysis)
MS word (Tabular Presentation)
CCC language
Microsoft Powerpoint
Advance Excel

KNOWLEDGE & SKILLS

- Product Knowledge
- Vendor Management and Billing Invoicing and Quality control
- Prepare Option Plan from OTB plan
- Sales & Visibility Data analytics
- MIS and Business development
- Campaign shoot planning.
- Product costing or strategic planning
- Project Management

CERTIFICATIONS

Six Sigma (Green belt)
Digital Marketing Course
CCC Computer language
Certificate Course in Tally ERP9

CONTACT DETAILS

Mobile no: 9818842692

E mail: Praveen.g3011@gmail.com

INTERNSHIP

Team leader- Grow Indigo
(U.S. based Company)

PRAVEEN GIRI

SR. EXECUTIVE (TEAM LEAD)

WORK EXPERIENCE

FLIPKART INTERNET PVT LTD, BANGALORE JULY 2022- PRESENT

Sr Operation executive (Team lead) .Fashion Non-apparel + Grocery Department

- Major roles are Account Management ,Billing process, Team Lead, Business development, Sourcing, Vendor Management , Strategic Planning, Data analyst and Business analyst.
- IB Utilization: 90% for the Month end and provide effective solutions for the Inwarding Own and provide solutions or support with RCA tools
- Providing support for Project management or technical troubles, troubleshooting , identifying and providing client support.
- Identify Operation related issue and providing solutions to maximize the efficiency in terms of cost, time, and resources.
- Using Management Information system (MIS)in daily activities to collect,analyse and publish the data .
- Reporting Daily activities to the Management with highlighted concerns
- Preparing day to day activities i:e Plan Chart, OTB Plans, Sales data analysis
- Coordinating and delegating plan with subordinates
Looking for 3 Categories in the department i:e Luggage and Travel Accessories , Watches and Fashion wearables .
- Scheduling, Planning and IB distribution for the 3 categories Pan location.
- Managing Large +Non-Large Fulfillment centers for Pan India (38 Fulfillment center)
- Looking for Grocery Department ,Daily basis coordinating with Vendor for the fulfillment of Purchase order(Vendor Management) .
- Po creation, Purchase order raising and slotting for the vendor side (Client Management.)

BEFIKAR AUTOMOBILES PVT LTD, DELHI FEB 2021- MAY 2022

Operation Executive

- Completing the banking documentation to facilitate, securities trading.
- Periodic return analysis, competitive benchmarking, identifying, and filling any gaps (new trends) and performance analysis to assess the sales and profitability.
- Managing customer support program and technical trouble program.
- Own and provides solutions support for RCA tool such as Share point or CRM.
- Reviewing, Authorizing ,and recommending loans for approval.
- Approve and deny client's loan application after inspecting the status of applicants.
- Monitored new types of loan and other financial services and product to fulfill customer need.

ACADEMIC BACKGROUND

LLOYD BUSINESS SCHOOL, DELHI NCR

Master's in business administration MBA, 2020-2022

- CGPA 8.12
- Executive Council member- Literary Club
- Successfully organized and participated in events from cultural and literary domains.

MARWAR BUSINESS SCHOOL, GORAKHPUR, U.P.

Bachelor of commerce (B.COM)

- CGPA 7.80

RATNA MEMORIAL PUBLIC SCHOOL, GORAKHPUR

Intermediate 2017

- Score: 70%
- Served as House Captain

High school, 2015

- Score: 80%