***Poonam Chauhan***

30-12-1990, Single, Female

**Address :** 1, Mantu Seth chawl, Buddha nagar, Bhandup (W)

Mumbai:-400078

**Email :** poonam\_c91@yahoo.in , [poonam.chauhan229@gmail.com](mailto:poonam.chauhan229@gmail.com) .

**Phone :** 7710919194

**Specialization: MBA –Operations**

**Career Objective:**

I aim to work in a focused and dynamic organization where I can utilize the Best of My talent and academic knowledge and contribute for the Growth and Development of the organization.

|  |
| --- |
| **Academic Details:** |
| **Qualification** | Institute | University/Board | **Year** | **Percentage (%)** |
| MBA-MMS  (Operations) | Shah and Anchor Kutchhi Engineering College – MMS | Mumbai | 2013-14 | SEM IV –70% |
| SEM III –70% |
| 2012-13 | SEM II –74% |
| SEM I – 72% |
| B.sc (IT) | I.D.O.L ,Mumbai | Mumbai | 2011 | 54% |
| HSC | UBS COLLEGE ,Mumbai | Maharashtra | 2008 | 64% |
| SSC | COSMOS ENGLISH HIGH SCHOOL, Mumbai | Maharashtra | 2006 | 68% |

|  |
| --- |
| **Work Experience :** |

* Currently working as **OPERATION MANAGER-SOUTH** at **EDUBRIDGE LEARNING PVT.LTD.**
* Period:23rd May 2016 –Till date
* Reviewing the daily activities done at each center
* Supporting the Center teams in understanding the activities that they need to perform at the center as per the CPS
* Supporting the center teams in understanding the SOPs and ensuring that the center teams are adhering to the SOP completely
* Working closely with the RM, TM and RPM to resolve any issues that have been identified at each center
* Conducting random audits on the activities done at the center every week
* Uploading enrolment data in SDMS &Updating placement data in SDMS
* Ensuring the data consistency in all the portal and maintaining the same throughout
* Tracking of all activities and business done at all centers during the day
* Acting as a Regional point of contact and maintaining the Fee tracker for each of the centers in the Region
* Worked as **OPERATIONEXECUTIVE** at **SWATHI SUNSOURCE POWER PVT. LTD.**
* Period: 12th Oct-2015 to 23rd May -2016
* Managing the daily operations work of the company.
* Assisting the Management team in all kind of managerial task
* Will be the direct point of contact between the Management team and different departmental heads of the firm.
* Managing the entire local or outstation meetings/programs/conference/or any other events planned or scheduled.
* Responsible for sending the necessary daily reports to the management
* Team Handling and Taking follow up for the WIP updates from the site.
* Checking, analyzing the data and Keeping track on Delivery schedule of procured material.
* Maintaining MIS Reports
* Inventory management

|  |
| --- |
| **Extra-Curricular Activities :** |

* Summer internship done at **FUTURE AGROVET LTD.(FUTURE GROUP)**
* Period: 2 months
* Gained knowledge about the working in all the departments in the warehouse.
* Learned SAP
* Studied about the inventory management, Transportation planning, inwarding the documents.
* Winter internship done at **DENIP CONSULTANCY PVT LTD.**
* Period: 21 days
* Trend analysis
* Project report on **SUPPLY CHAIN ANALYSISOFFUTURE AGROVET LTD.(FUTURE GROUP)**
* To examine the damages and discrepancy.
* Overall Production process.
* Reason for delay and solution to it.
* Project report on **TOYOTA PRODUCTION SYSTEM**
* Provide world class quality and service to the customer.
* Develop each employee’s potential, based on mutual respect, trust and cooperation.
* Reduce cost through the elimination of waste and maximize profit

**Strengths:**

* Honest and sincere about assigned tasks.
* Dedication towards assigned work.
* Good communication skills.

**Computer skills:**

MS office, SQL , PHP, HTML

**Languages Known:**

English, Hindi, Marathi

**Hobbies:**

Driving, Surfing internet.

The Above Given Information Is True To the Best of My Knowledge.

**POONAM CHAUHAN.**

**(7710919194)**