Mobile: 7069086241

# Avdesh Soni avsoni15@gmail.com

**Personal Summary**

A highly motivated and ambitious individual able to give timely and accurate advice, guidance, support and training to team members and individuals. Possessing excellent management skills and having the ability to work with the minimum of supervision.

**Professional Experience**

* Work as Senior Executive (Analyst) in FINOPS (SSC) at Vodafone House. Ahmedabad -Present.
* Worked as Senior Executive (Analyst) in Supply Chain Management at Vodafone House. Ahmedabad from January 2016 to September 2017.
* Worked as Store Team Assistant for Woolworths Pvt. Ltd., Melbourne, Australia from December 2014 to October 2015.
* Worked as a Logistics Officer at The Swatch Group, Melbourne, Australia from July 2012 to October 2014.

**Areas of Expertise**

* + Supervising
  + Ability to Motivate People
  + Strategic Planning
  + Equal Opportunities
  + Risk Assessment
  + High Performance
  + Decision Making
  + Organizing
  + Self-motivator with the ability to learn and adapt quickly.

**KEY SKILLS AND COMPETENCIES**

* + Proven ability to manage through others.
  + Strong decision making and problem solving skills.
  + Able to motivate and lead others in a team environment.
  + Excellent communication skills, both written and verbal.
  + An ability to build rapport and trust quickly with work colleagues.
  + Able to priorities tasks and workloads in order of importance.
  + Track record of delivering results with deadlines.

**Duties:**

* At Vodafone:
* GL and IRGR report.
* Emails to HOFO.
* IR Surplus and GR Surplus reports.
* Macro Run.
* Accounts Maintainence entry in SAP.
* IR surplus access report.
* GR Surplus report
* Analysis and verification of documents checks of shopping cart.
* Purchase order changes in SAP.
* Fetching reports from SAP and Analyzer as per business requirements.
* Assure that all documents are accessible to all relevant stakeholders.
* Execute changes (updates) in the registered contracts based on requests received.
* Follow- up on the pending requests.
* Respond to internal information enquires.
* Work with KPI.
* Generate Purchase Order in the SAP.
* Providing updates and ideas with-in the team.
* Purchase Order release in SAP as per Category Manager Consent.
* Forwarding Financial Interaction Invoices to the stake holder through Web-Cycles in SAP.
* Respond on SSC request.
* Attending calls via LYNC of requestors and category managers.
* Monthly report on Retro Purchase Order in SAP and through MS Access tool.
* ERP, SCM Operations, MS Office, MS Access
* Service Delivery
* Work Distribution
* Quality Audits
* MIS (Quality, FSC, Production Data & Leaves)
* Floor Support, Bulk Activities & Trainings
* Prepare dashboard based on the source data and share it to the client within the defined SLA
* Business Partner Meetings with Clients (For Review of every month)

At Swatch Group-

* Airfreight verification of imported products and document check.
* Checking necessary Cities Certification for imported and exported goods.
* Goods Receipted in SAP.
* Price setting in SAP.
* Handling of Valuable Watches and necessary certificates.
* Invoices in SAP.
* Orders in SAP.
* Domestic and International shipping.
* Making necessary paper work and certificates for local and international shipping.
* Processing Urgent Order(Same day delivery/next day delivery)
* Tracking of orders in Courier Partner tool.
* Active participation in Team activity and coordinating.
* Plan and Supervise export shipments.
* Supervise Stock-take monthly
* Maintaining stock returns and credits through SAP
* Maintaining and Updating Location on system through SAP & in Warehouse
* Preparing shipment documentation for Domestic and International export with legal requirement.
* Transportation arranging shipments.
* Organize shipments with branch offices, suppliers and customers.
* Updating the retailers on timely basis.
* Warehouse management skills resulting in accurate inventory level.
* Managing the supply chain and all import & export logistics.
* Maintain reports, process documentation, customer service logs and training records.
* Negotiate transportation rates or services.
* Reporting to higher management for daily activity.
* Coordinating and cooperating with different departments for smooth functioning of the Organization.

**Education**

Bachelor of Business Information System from University of Ballarat, Mt Helen Campus, Australia (2008)

* + Minors: Marketing & Human Resource
  + Major Subjects: Business Studies, Computer Studies, Management, International Business, Marketing, and Human Resource Management.

**Personal Profile**

* + - Date Of Birth : 15 June 1987
    - Marital Status : Married