

# Asmita Dwivedi

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📍 Manikpur, Chitrakoot, Uttar Pradesh

## Profile Summary

A dedicated professional with hands-on experience in Production, Quality Assurance, and Store Operations. Skilled in handling production support, inventory control, and quality maintenance using SAP Business One and MS Office. Adept at following standard procedures, supporting team operations, and contributing to process improvements through 5S and Kaizen practices.

## Professional Experience

### Assistant Store Executive

Schaltbau India Pvt Ltd | Jan 2023 – Nov 2024

- Oversaw daily store activities and inventory updates using SAP Business One.
- Maintained product records, displays, and safety standards.
- Supported team training and ensured store cleanliness and compliance.
- Assisted in logistics and provided timely support to production and quality teams.

### Junior Engineer (Production & Quality)

VVDN Technologies Pvt Ltd | Jun 2022 – Nov 2022

- Supported production line operations and quality checks.
- Assisted in troubleshooting product issues under senior guidance.
- Maintained equipment and helped ensure quality assurance protocols were followed.
- Maintained product records, displays, and safety standards.
- Participated in daily reviews for operational efficiency.

## Education

- Bachelor of Science (B.Sc) – Allahabad State University, 2022 | 63%
- Intermediate (12th) – Dharendra Inter College, UP Board, 2019 | 54.4%

- High School (10th) – Jitendra Higher Secondary School, UP Board, 2017 | 71%

### **Key Skills**

- Inventory & Store Management
- Production & Quality Support
- SAP Business One
- MS Office Tools
- 5S and Kaizen Practices
- English Typing
- Adaptability & Teamwork

### **Achievements**

 Best 5S & Kaizen Performer – 2024

### **Languages**

- Hindi (Fluent)
- English (Good)

### **Personal Details**

Date of Birth: 14 Jan 2003

Marital Status: Married

Gender: Female

### **Hobbies**

- Dancing
- Cooking
- Listening music